



# **USER MANUAL**

## **CDS**

**(Document 27e)**

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## **1      Module Overview**

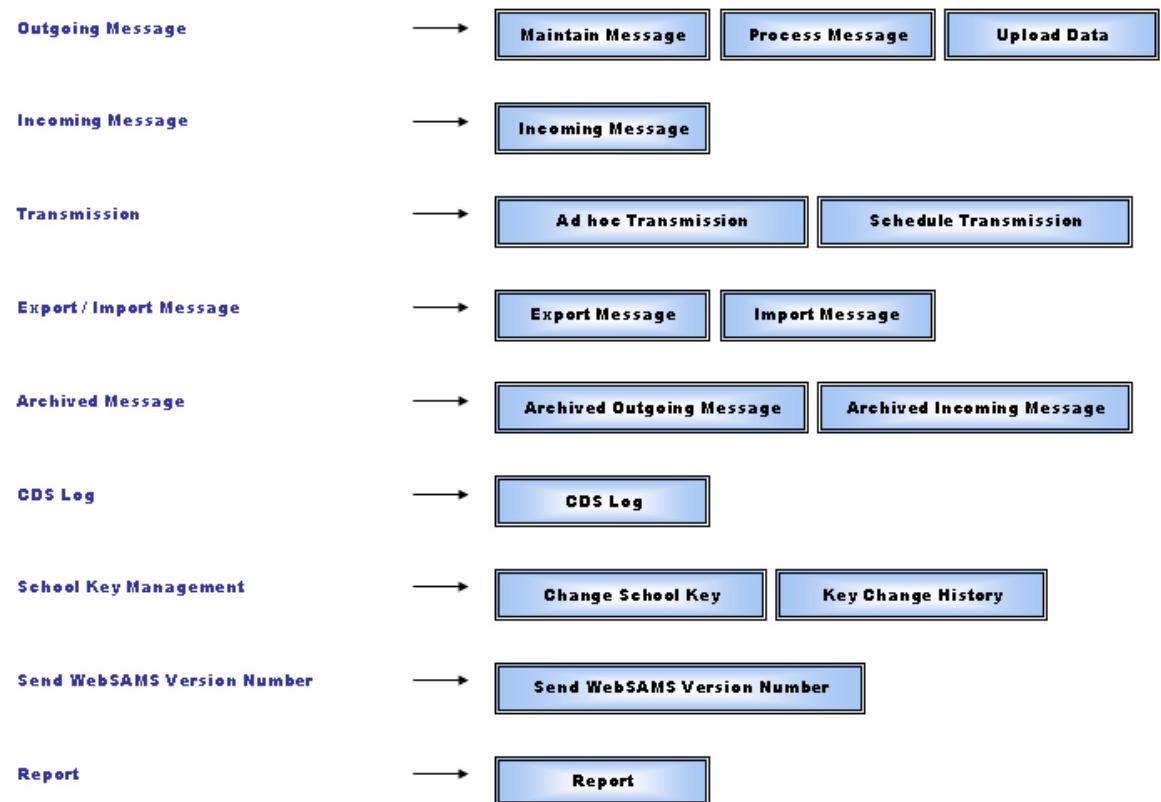
### **1.1    Introduction**

#### **1.1.1 Objective**

Communication and Delivery System Module is designed to provide data exchange among EDB, Schools and Third Parties. This document provides knowledge on Communication and Delivery System Module functions and the corresponding procedural guide.

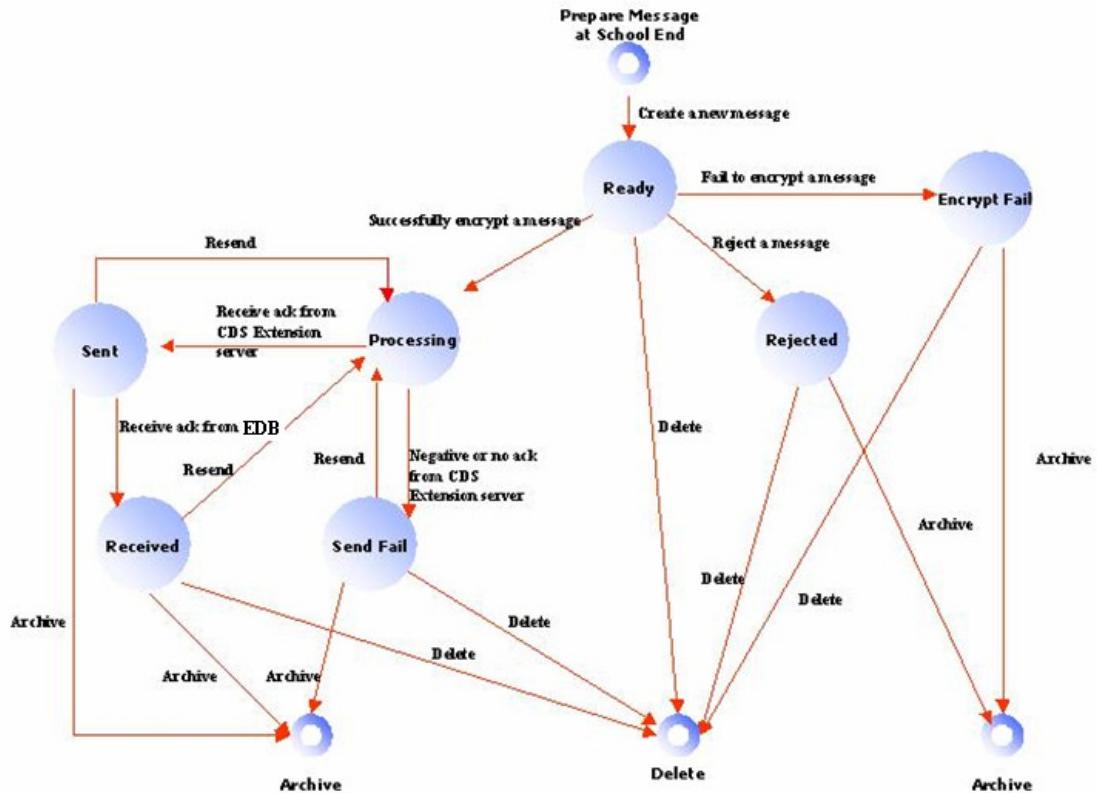
## 1.2 Function Chart

### CDS Function Overview



### 1.3 Flow Diagram

#### Message Status Change Cycle for Outgoing Message



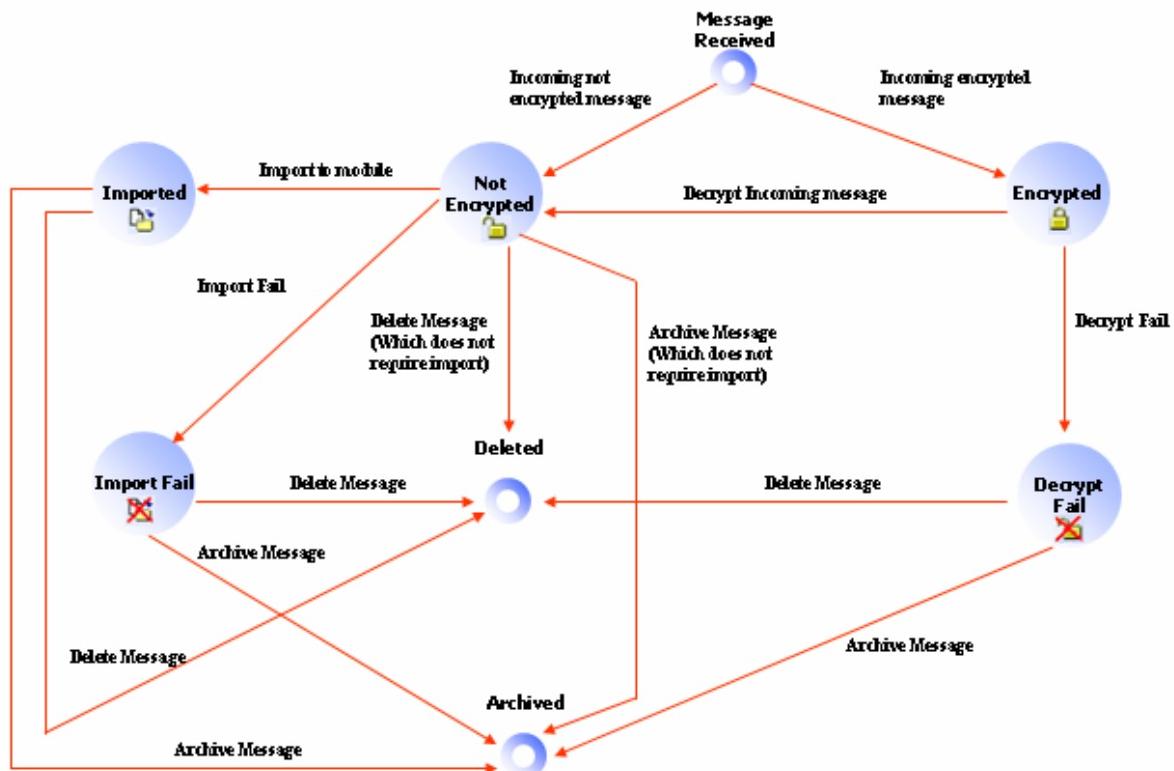
#### Message Status Access Right Summary

	Message Status	Function							
		MODIFY	ARCHIVE	DELETE	RESEND	ENCRYPT	EXPORT	REJECT	
1	READY	*Y		*Y		Y			*Y
2	PROCESSING								
3	ENCRYPT FAIL		Y	Y					
4	SENT		Y		Y				
5	SEND FAIL		Y	Y	Y		Y		
6	REJECTED		Y	Y					
7	RECEIVED		Y	Y	Y				

Note (\*):

1. Only CDS prepared messages can be modified and deleted when it is in “Ready” Message Status. For the Module Specific Data Communication prepared messages, users can also modify the School Reference and Priority fields.
2. Only Module Specific Data Communication prepared messages can be rejected when it is in “Ready” Message Status

Message Status Change Cycle for Incoming Message



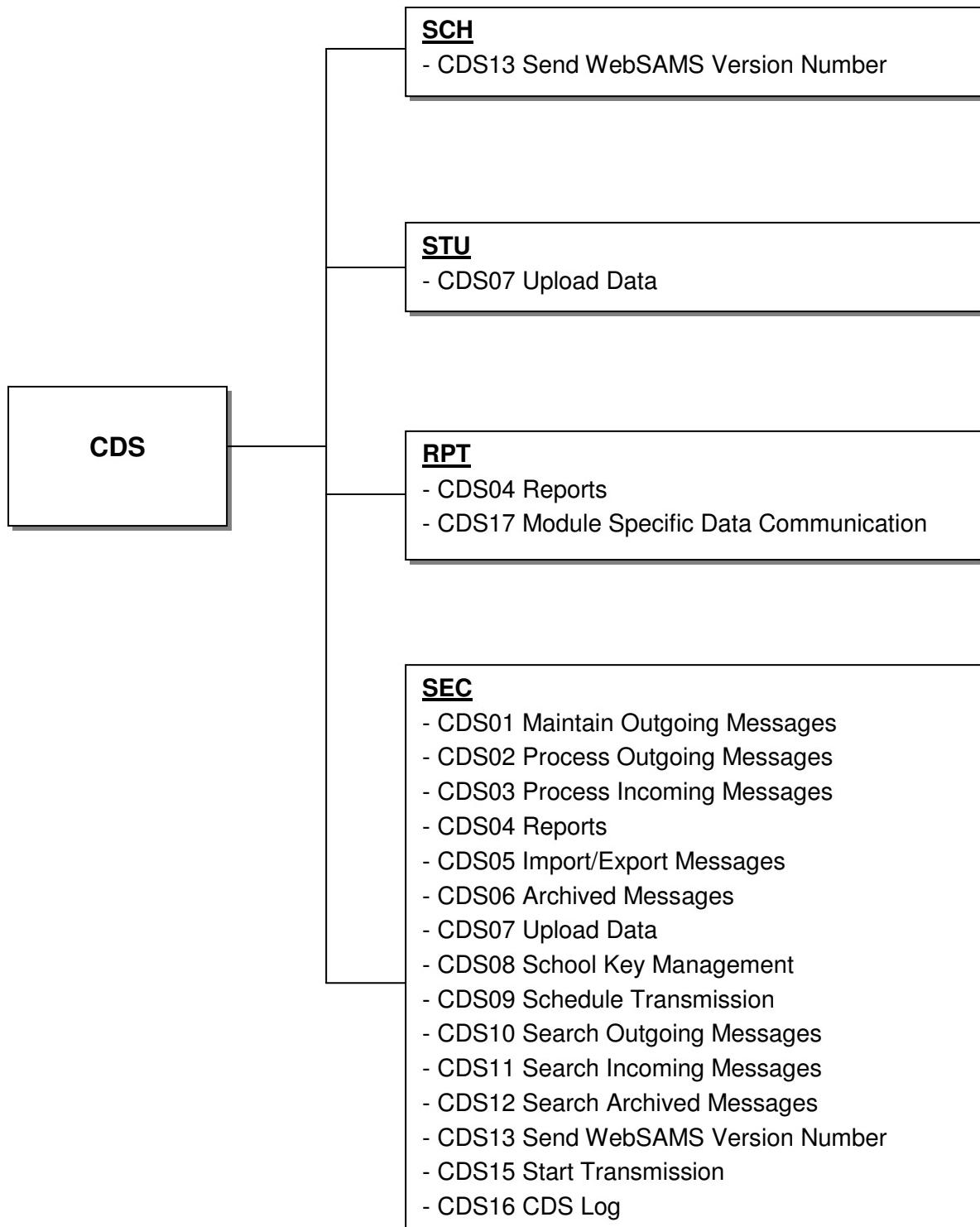
Message Status Access Right Summary

	Message Status	Function			
		Archive	Delete	Decrypt	Reply
1	Encrypted			Y	
2	Not Encrypted	*Y	*Y		Y
3	Decrypted Fail	Y	Y		Y
4	Imported	Y	Y		Y
5	Import Fail	Y	Y		Y

Note (\*):

Please ensure that import of a "Not Encrypted" message into other modules is done before performing the "Archive" or "Delete" function.

## 1.4 Interactions with other modules



-  **CDS01 - Maintain Outgoing Message**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS02 - Process Outgoing Messages**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS03 - Process Incoming Messages**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS04 - Reports**
  - RPT
    - Depend on the RPT API to generate all CDS reports
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS05 - Import/Export Messages**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS06 - Archived Messages**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS07 - Upload Data**
  - STU
    - Depend on backend Student API for the verification of the Data File Uploaded
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS08 - School Key Management**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS09 - Schedule Transmission**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS10 - Search Outgoing Messages**
  - SEC
    - Read ACL on CDS\_ADMIN

-  **CDS11 - Search Incoming Messages**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS12 - Search Archived Messages**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS13 - Archived Messages**
  - SCH
    - To get the SCRN using school API
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS15 - Start Transmission**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS16 - CDS Log**
  - SEC
    - Read ACL on CDS\_ADMIN
-  **CDS17 - Module Specific Data Communication**
  - RPT
    - Depend on the backend RPT API to generate all reports for other modules via Data Comm API.

## **2 Operation Procedures**

### **2.1 Notification**

Display notification messages when EDB sends notification messages to remind users in selected user groups to perform important tasks.

#### **2.1.1 Maintain Notification**

##### Function Description

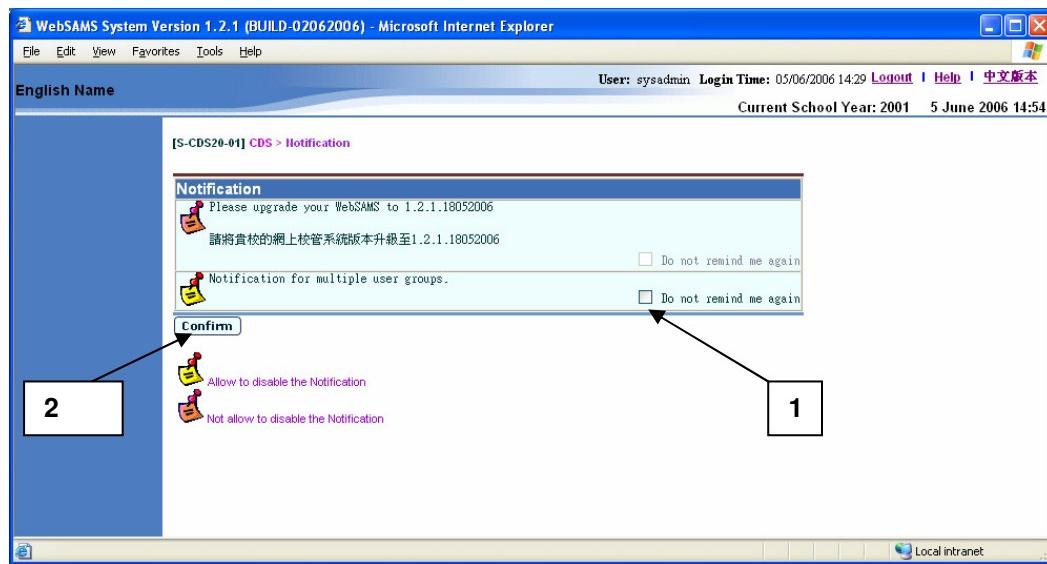
After logging in, the system will display the notification message page when there is any notification message for users.

##### Pre-requisites

N/A

##### User Procedures

1. Users can disable the messages marked with symbol “ Allow to disable the Notification” by selecting the "Do not remind me again" check box.
2. Click [Confirm] button to go to the school calendar page.



##### Post-effects

Disabled messages will not be shown again when users login next time.

 Notes

Only messages marked with symbol “ Allow to disable the Notification” can be disabled.

## 2.2 Outgoing Message

### 2.2.1 Maintain Outgoing Message

Maintain Outgoing Message allows users to view and perform operations on outgoing messages.

#### Add New Outgoing Message

##### Function Description

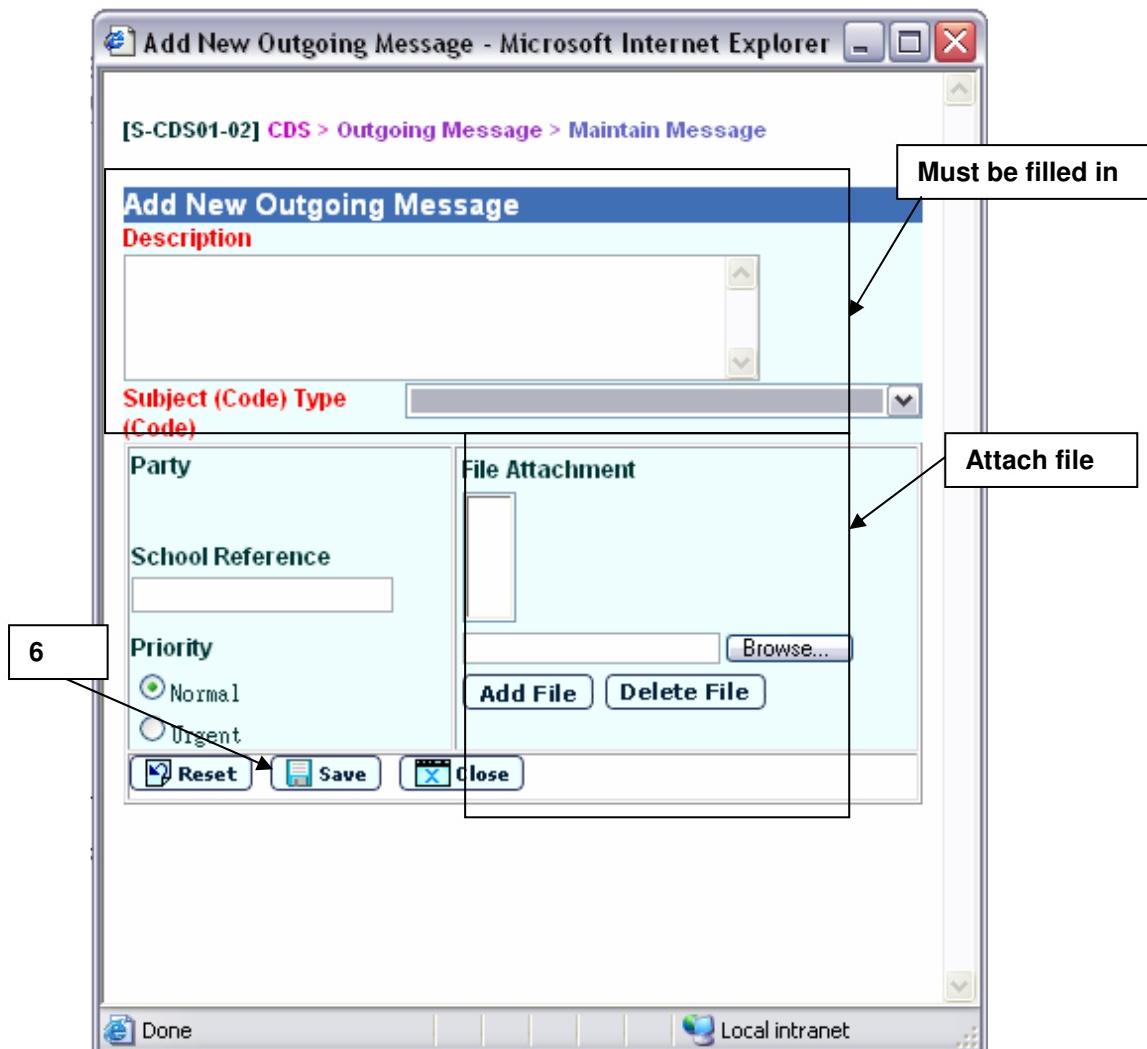
Users can add a new outgoing message as well as attach files to it, if necessary.

##### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can add new messages.

##### User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click the **[Add]** button.



4. A new window, "Add New Outgoing Message" window will pop out. Fill in all the mandatory fields (Description and Subject (Code) Type (Code)) indicated in bold red labels.
5. Attachments can be added by clicking the [Browse] button and select a file from local computer. Afterwards, click the [Add File] button to add it to the message.
6. Click the [Save] button to add the new message.

Post-effects

N/A

Notes

**Party** will change depending on the **Subject (Code) Type (Code)** selected.

[View Outgoing Message Detail](#)

 Function Description

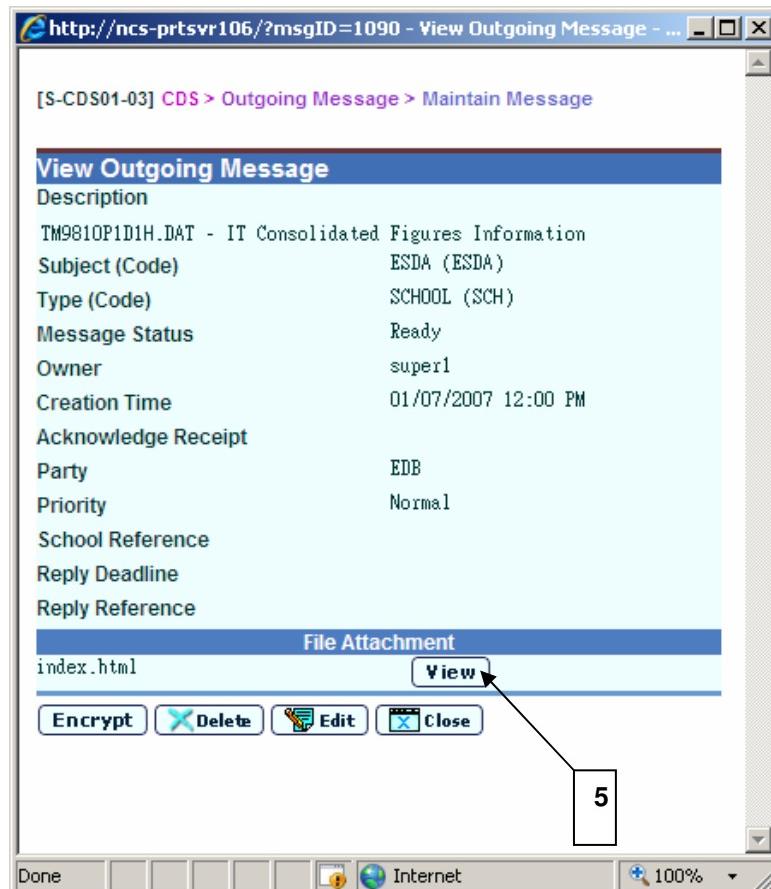
Users can view the details of an outgoing message in the “Maintain Message” page.

 Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular message

 User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click on the hyperlink under **Message Description** to view details of the selected message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. Click the **[View]** button to view or download the attached files if any.

 Post-effects

N/A

 Notes

Function buttons on the “View Outgoing Message” window might vary from message to message depending on the message status and function access control.

**Modify Outgoing Message**

 Function Description

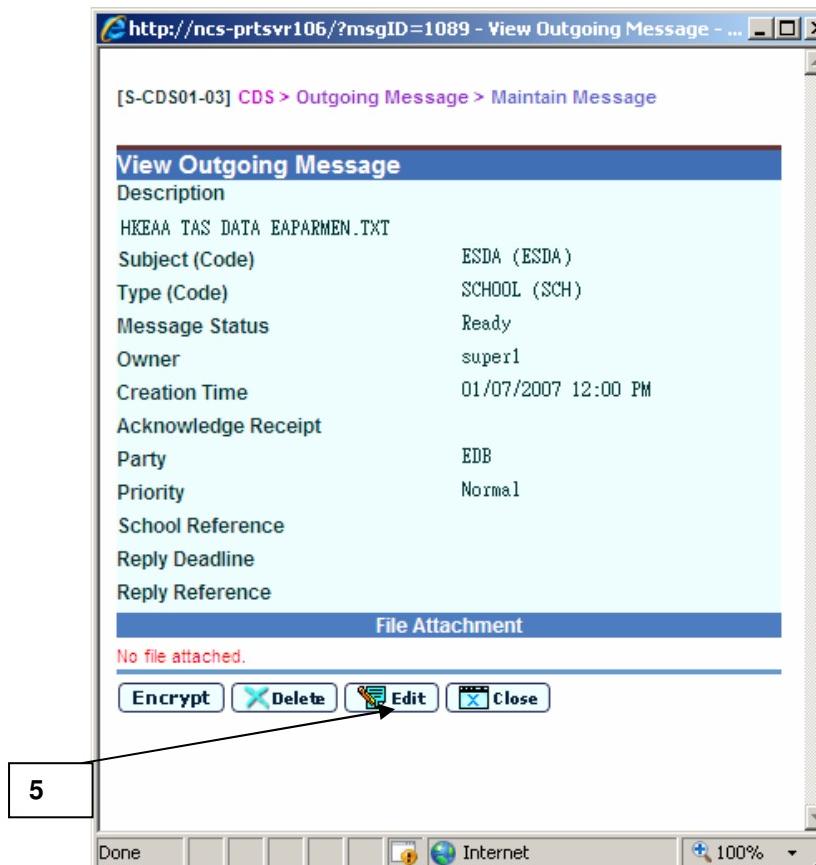
Users can modify an outgoing message if its message status is ‘**Ready**’.

 Pre-requisites

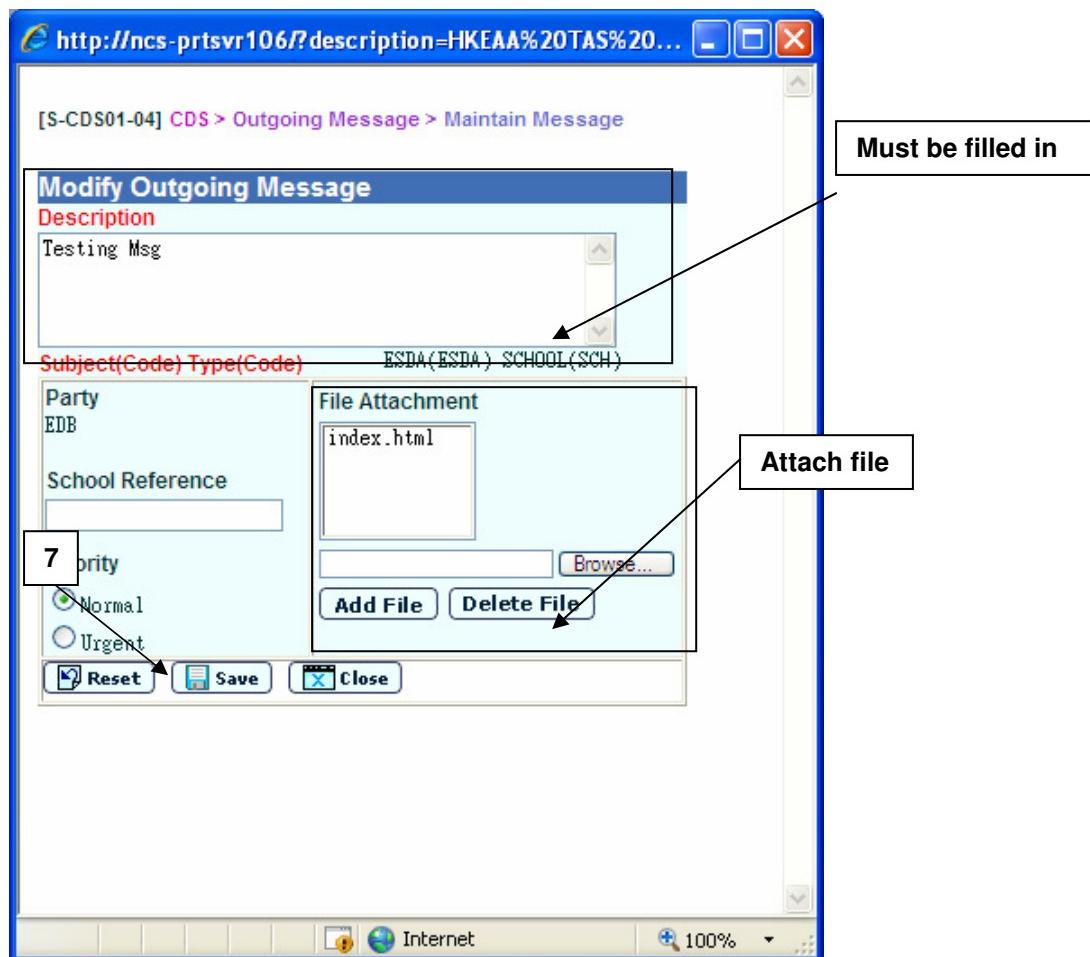
1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can modify a particular message.
2. Users can only modify the School Reference and Priority for a Module Specific Data Communication prepared message.

 User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click on the hyperlink under **Message Description** to select an outgoing message to modify.



4. A new window, "View Outgoing Message" window, will pop out.
5. Click the **[Edit]** button to modify the message.



6. Modify the values of the fields accordingly. For example, by highlighting a file in 'Outgoing File Attachment' and click the **[Delete File]** button, it is able to remove the files from the message.
7. Click the **[Save]** button to save the changes.

Post-effects

Creation Date / Time of the message will be updated after modified.

Notes

Description of reply message cannot be modified.

### Delete Outgoing Message

#### Function Description

Users can delete an outgoing message if its message status is '**Ready**', '**Encrypt Fail**', '**Send Fail**', '**Rejected**' or '**Received**'.

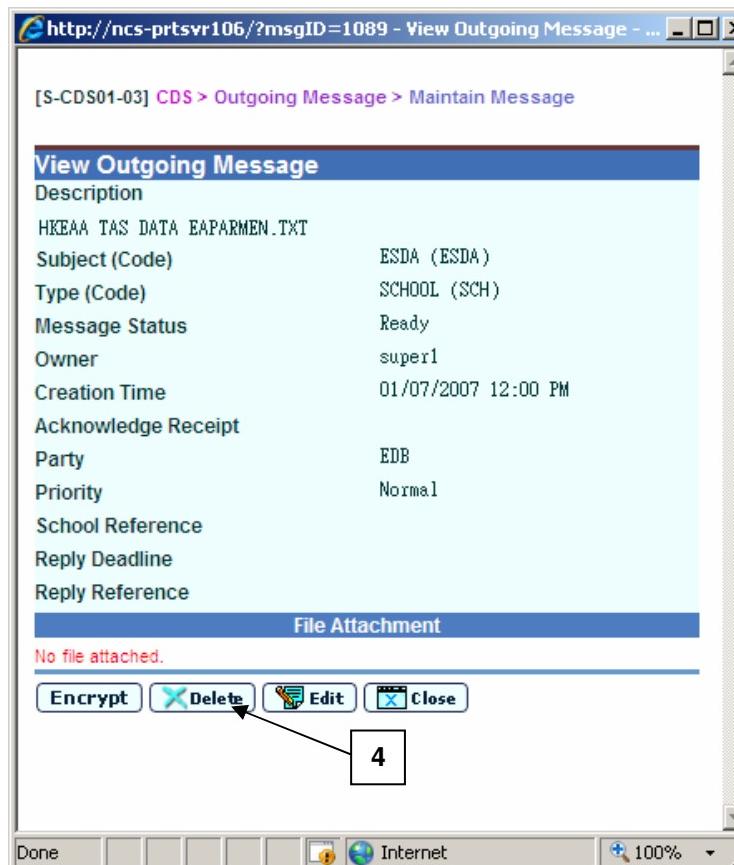
#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular message.
2. This function does not apply for a Module Specific Data Communication prepared message when the message status is '**Ready**'.

#### User Procedures

##### Single Delete

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the "Maintain Message" page, click on the hyperlink under **Message Description** to select an outgoing message to delete.



4. A new window, "View Outgoing Message" window, will pop out. Click the **[Delete]** button to delete the message.

### Batch Delete

1. Click [CDS] → [Outgoing Message] on the left menu.
2. Click the **Maintain Message** tab.

Message Status	Description	Creation Time	Ack Time	Subject (Code)	Type	Insertion Order	Priority	School Reference	Owner
Ready	Provision of Student Enrollment - EDB Package	08/06/2007 01:07 PM		DOT (DOT)	Data (DAT)	3	Normal		super1
Sent	Applied Learning - School Contact Information	01/07/2007 12:00 PM		API (APL)	Data (DAT)	EDB	Normal		eddiekwai
Ready	Applied Learning - School Contact Information	01/07/2007 12:00 PM		API (APL)	Data (DAT)	EDB	Normal		super1
Send Fail	RESEND:SCRN_WebSAMS Version	01/07/2007 12:00 PM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		super1
Ready	HKEAA TAS DATA ESDA/ESDA/ESDA/ESDA	01/07/2007 12:00 PM		ESDA (ESDA)	SCHOOL (SCH)	EDB	Normal		super1
Ready	TMS9810P1D1H.DAT - IT Consolidated Figures Information	01/07/2007 12:00 PM		ESDA (ESDA)	SCHOOL (SCH)	EDB	Normal		super1

3. In the “Maintain Message” page, select those messages to be deleted by clicking the check boxes on the left.
4. Click the **[Delete]** button to delete the messages.

#### Post-effects

N/A

#### Notes

N/A

### Resend Outgoing Message

#### Function Description

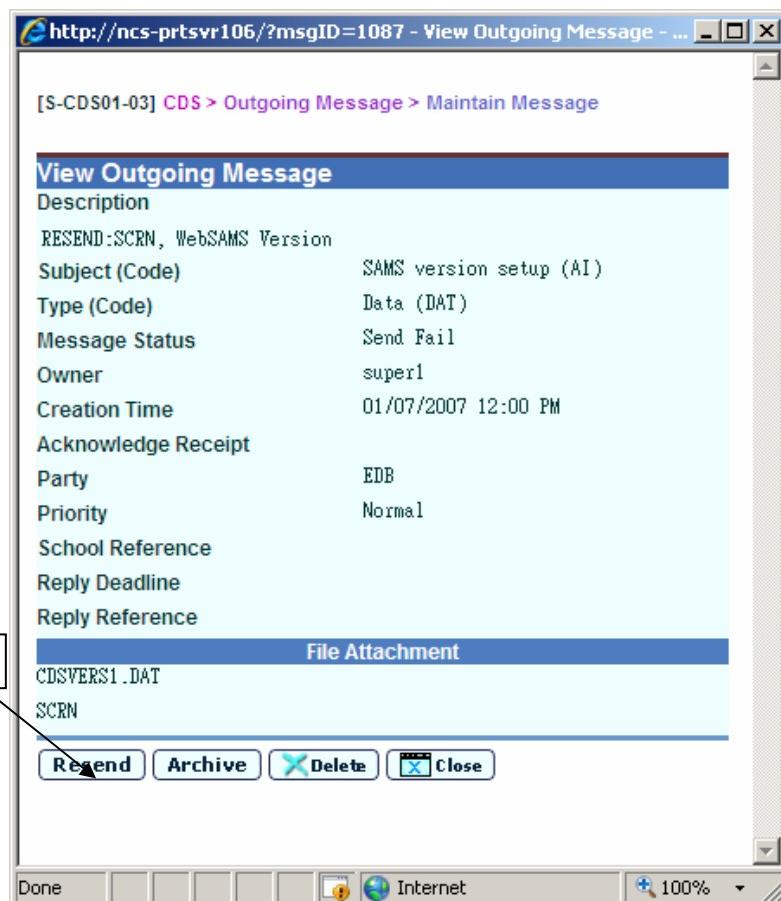
Users can resend an outgoing message if its message status is ‘Sent’, ‘Send Fail’ or ‘Received’.

#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the “Encrypt” function access right can resend a particular message.

#### User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. Click the **[Resend]** button to resend the message.

 Post-effects

A new message will be created in “Maintain Message” page for the message being resent which can be access via **[CDS] → [Outgoing Message]** on the left menu.

 Notes

N/A

[Search Outgoing Message](#)

 Function Description

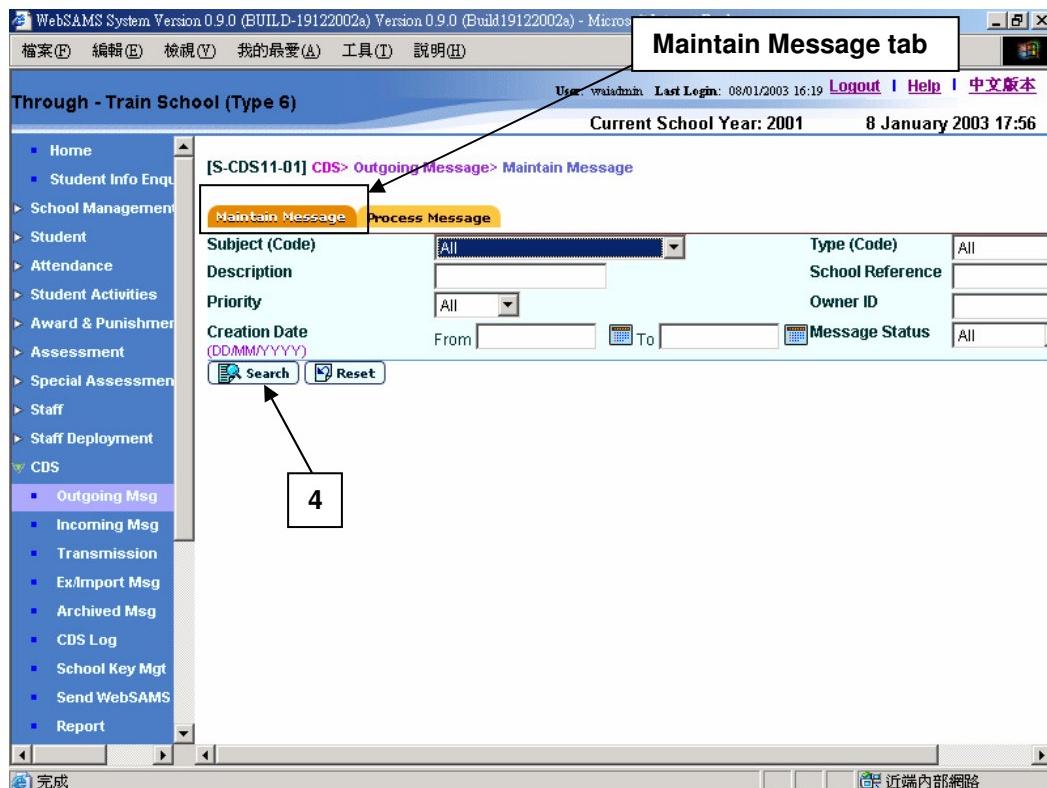
Users can perform search operation on outgoing messages.

 Pre-requisites

Only CDS / WebSAMS Administrators and users with the “View” function access right can perform search operation.

 User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click the **[Search]** button to go to the search page.



4. Enter the search criteria and click the [Search] button to start searching.

#### Post-effects

N/A

#### Notes

1. Search will be performed using “AND” condition.
2. Users can browse through the search results displayed below the search criteria entry fields and select an outgoing message from the list for other operation.
3. Users can sort the search results by clicking on the headings of the result list.

### Archive Outgoing Message

#### Function Description

Users can archive an outgoing message if its message status is ‘**Encrypt Fail**’, ‘**Sent**’, ‘**Send Fail**’, ‘**Rejected**’ or ‘**Received**’.

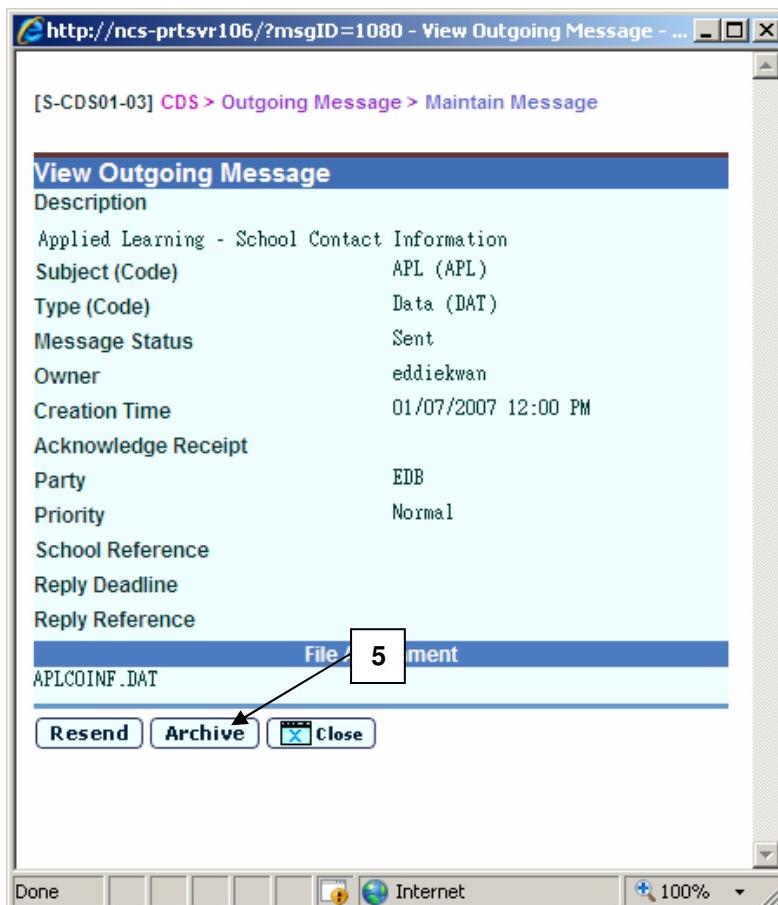
#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can archive a particular message.

#### User Procedures

##### Single Archive

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Maintain Message” page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. Click the **[Archive]** button to archive the message.

### Batch Archive

1. Click [CDS] → [Outgoing Message] on the left menu.
2. Click the **Maintain Message** tab.

	Message Status	Description	Creation Time	Ack Time	Subject (Code)	Party	Priority	School Reference	Owner
1	<input type="checkbox"/> Received	School 1023 - Exam Entries for 2003 HKALE	06/02/2003 05:43 PM	06/02/2003 06:00 PM	HKEAA/School Data (EACE)	HKEAA	Normal		hkealwp
2	<input type="checkbox"/> Sent	School 1023 - Exam Entries for 2003 HKALE	25/01/2003 10:14 AM		HKEAA/School Data (EACE)	HKEAA	Normal		hkealwp
3	<input type="checkbox"/> Rejected	School 1023 - Exam Entries for 2003 HKALE	25/01/2003 10:12 AM		HKEAA/School Data (EACE)	HKEAA	Normal		hkealwp
4	<input checked="" type="checkbox"/> Received	School 1023 - Exam Entries for 2003 HKALE	24/01/2003 03:02 PM	24/01/2003 04:00 PM	HKEAA/School Data (EACE)	HKEAA	Normal		khtsang
5	<input checked="" type="checkbox"/> Received	School 1023 - Exam Entries for 2003 HKALE	23/01/2003 05:03 PM	23/01/2003 06:00 PM	HKEAA/School Data (EACE)	HKEAA	Normal		hkealwp
6	<input type="checkbox"/> Received	School 1023 - Exam Entries for 2003 HKALE	20/01/2003 02:52 PM	20/01/2003 03:01 PM	HKEAA/School Data (EACE)	HKEAA	Normal		hkealwp

Note: If the message status of a particular message(s) is 'Pending' over 30 minutes,

3. In the “Maintain Message” page, select those messages to be archived by clicking in the check boxes on the left.
4. Click the **[Archive]** button to archive the messages.

Post-effects

N/A

Notes

N/A

### 2.2.2 Process Outgoing Message

Process Outgoing Message allows users to submit messages from School to EDB / HKEAA.

#### [View Outgoing Message Detail](#)

##### Function Description

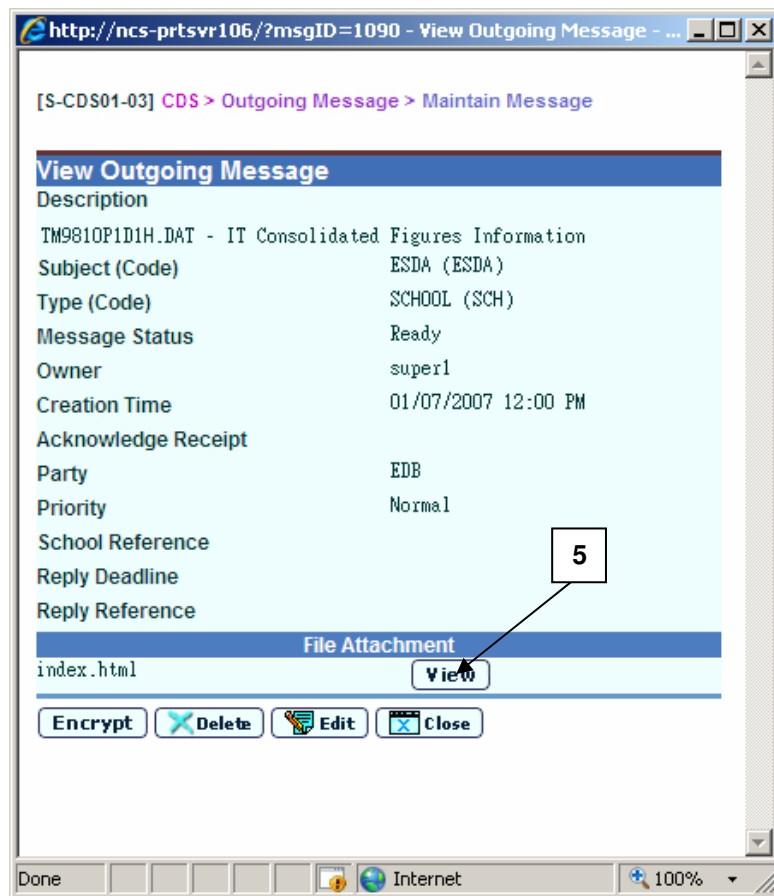
Users can view details of an outgoing message in the “Process Message” page.

##### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular message.

##### User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. By clicking the **[View]** button of an attachment, it is able to view / save the attachment.

 Post-effects

N/A

 Notes

Function buttons on the “View Outgoing Message” window might vary from message to message depending on the message status and the function access right.

**Modify Outgoing Message**

 Function Description

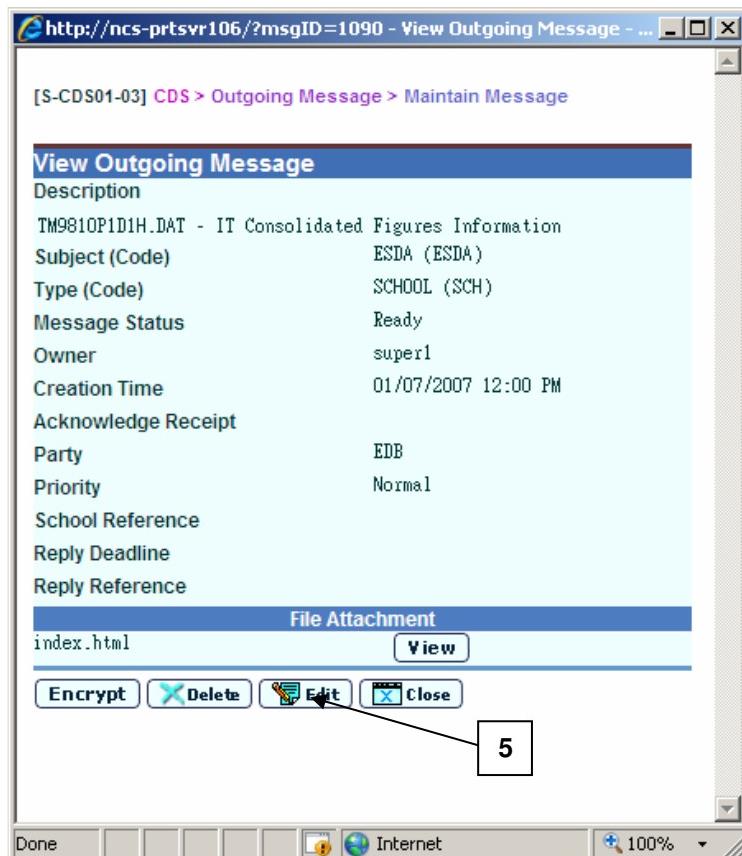
Users can modify an outgoing message if its message status is ‘**Ready**’.

 Pre-requisites

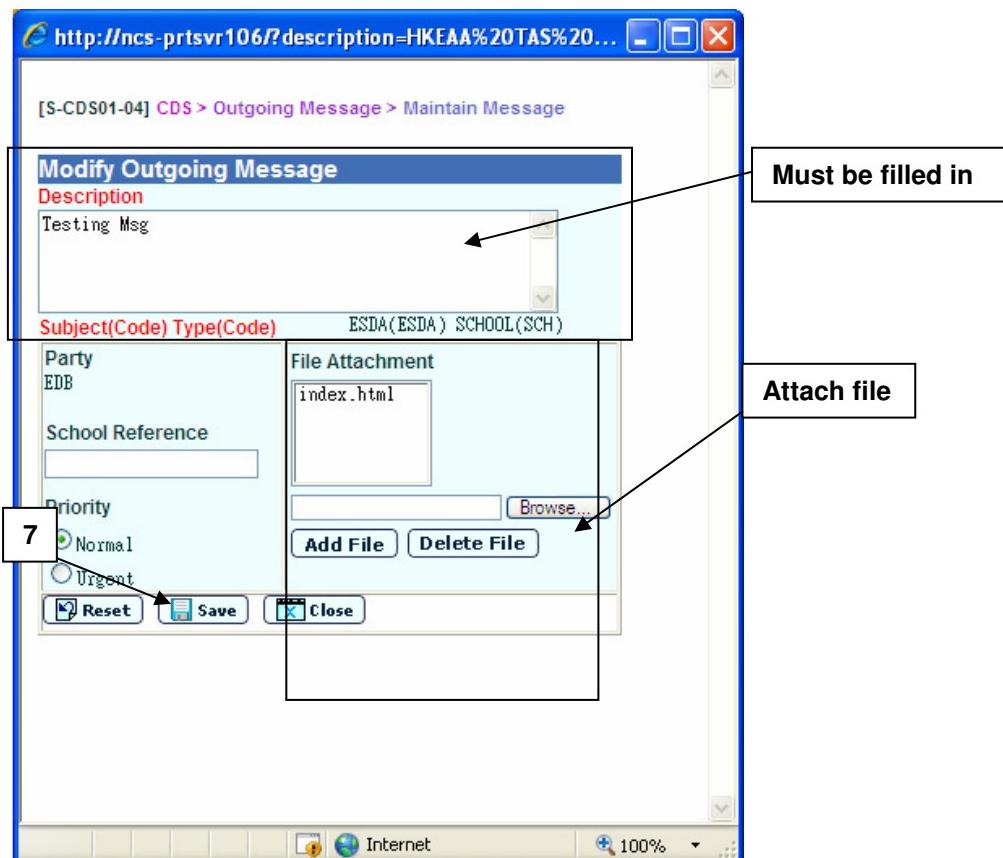
1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can modify a particular message.
2. Users can only modify the School Reference and Priority for a Module Specific Data Communication prepared message.

 User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to view an outgoing message.



4. A new window, "View Outgoing Message" window, will pop out.
5. Click the **[Edit]** button to modify the message.



6. Modify the values of the fields accordingly. For example, by highlighting a file in ‘Outgoing File Attachment’ and click the **[Delete File]** button, it is able to remove the file from message.
7. Click the **[Save]** button to save the changes.

 Post-effects

Creation Date / Time of the messages will be updated after modified.

 Notes

Description of reply message cannot be modified.

**Delete Outgoing Message**

 Function Description

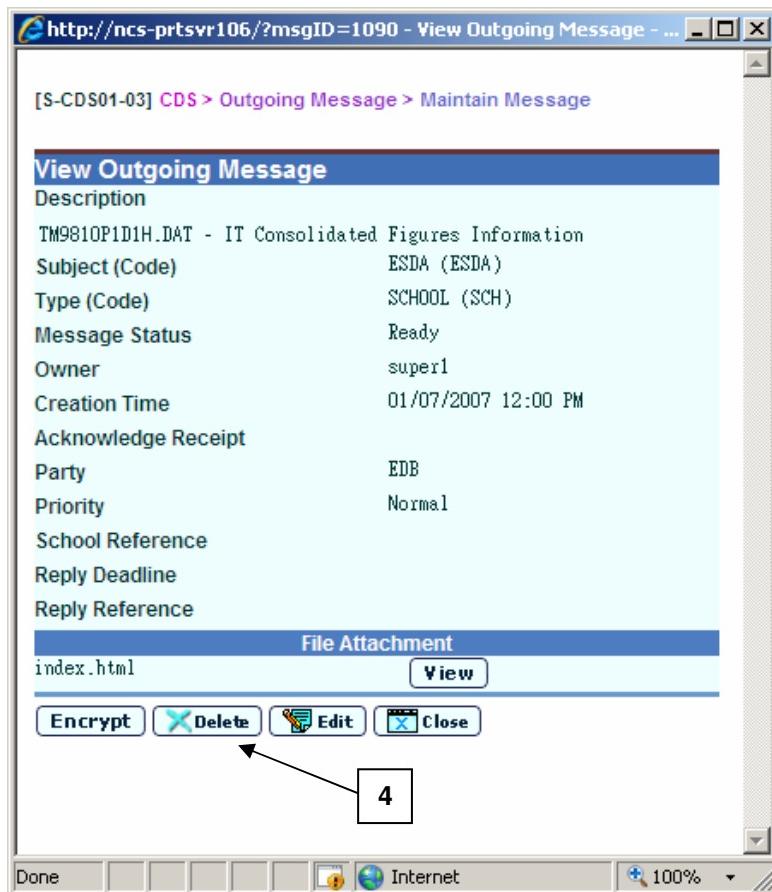
Users can delete an outgoing message if its message status is ‘**Ready**’, ‘**Encrypt Fail**’, ‘**Send Fail**’, ‘**Rejected**’ or ‘**Received**’.

 Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular message.
2. This function does not apply to a Module Specific Data Communication prepared message when its message status is ‘**Ready**’.

 User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to view an outgoing message.



4. A new window, "View Outgoing Message" window, will pop out. Click the [Delete] button to delete the message.

Post-effects

N/A

Notes

N/A

### Encrypt Outgoing Message

#### Function Description

Users can encrypt a “Ready” outgoing message with an effective school key.

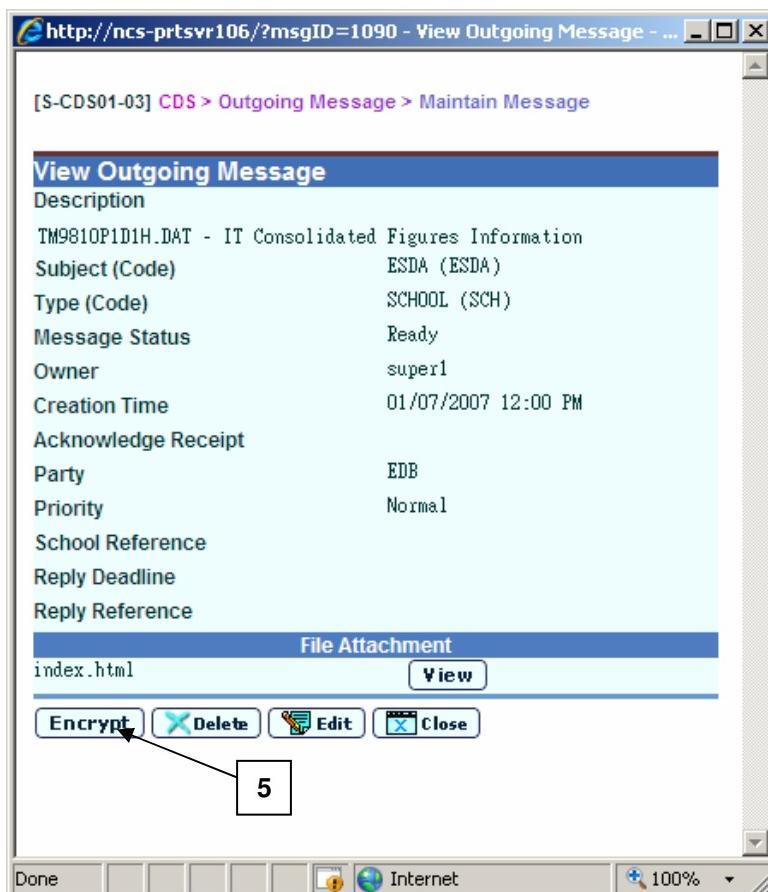
#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can encrypt a particular message with an effective school key.

#### User Procedures

##### Single Encrypt

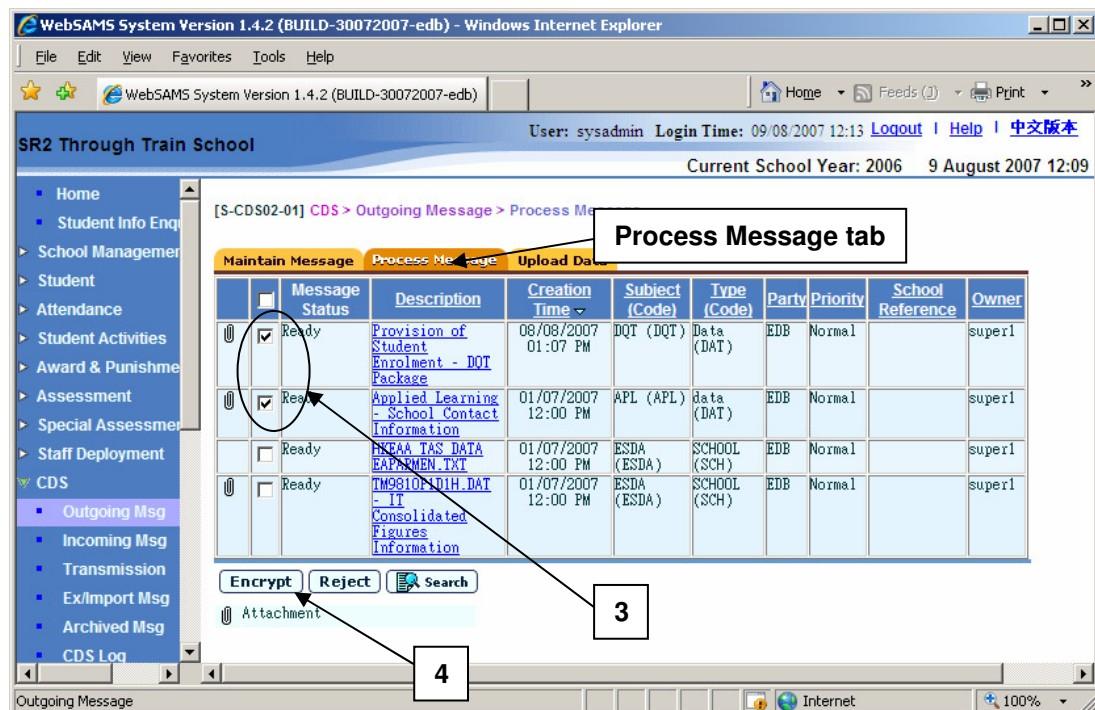
1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to view the outgoing message.



4. A new window, “View Outgoing Message” window, will pop out showing details of the selected outgoing message.
5. Click the **[Encrypt]** button to encrypt the message.

### Batch Encrypt

1. Click [CDS] → [Outgoing Message] on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, select those messages to be encrypted by clicking in the check boxes on the left.



4. Click the **[Encrypt]** button to encrypt the messages.

#### Post-effects

1. The message status will change from "Ready" to "Processing" while encrypting the message.
2. A backend Transmission will be triggered.
3. Then, it will change to "Sent" when transmission is successfully completed.
4. The status will finally change to "Received" once an acknowledgement is received from the EDB that the message has already arrived EDB-end CDS.

#### Notes

1. Please allow a few minutes interval between each batch or individual encryption of messages as a transmission will be triggered for each encryption process.
2. As such, if an existing transmission is running at the backend, the transmission being triggered will be ignored.
3. The attached files encrypted with the school private key cannot be viewed anymore. Only the message summary, i.e. Message Description, Subject & Type, etc. can be seen.

### Reject Outgoing Message

#### Function Description

Users can only reject a data communication message generated by other modules, but not for messages prepared via CDS functions.

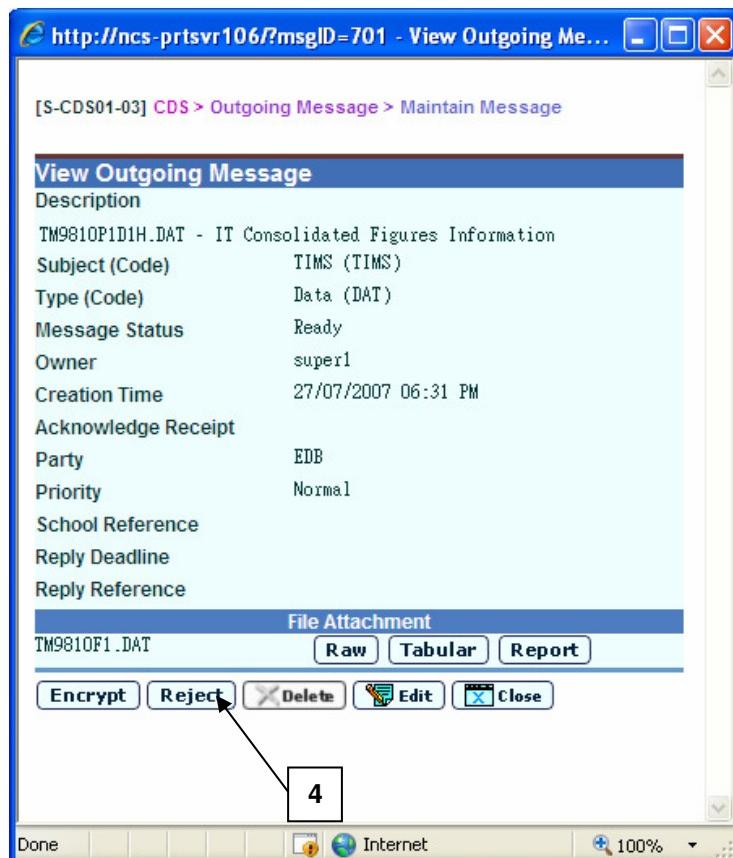
#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can reject a particular message.

#### User Procedures

##### Single Reject

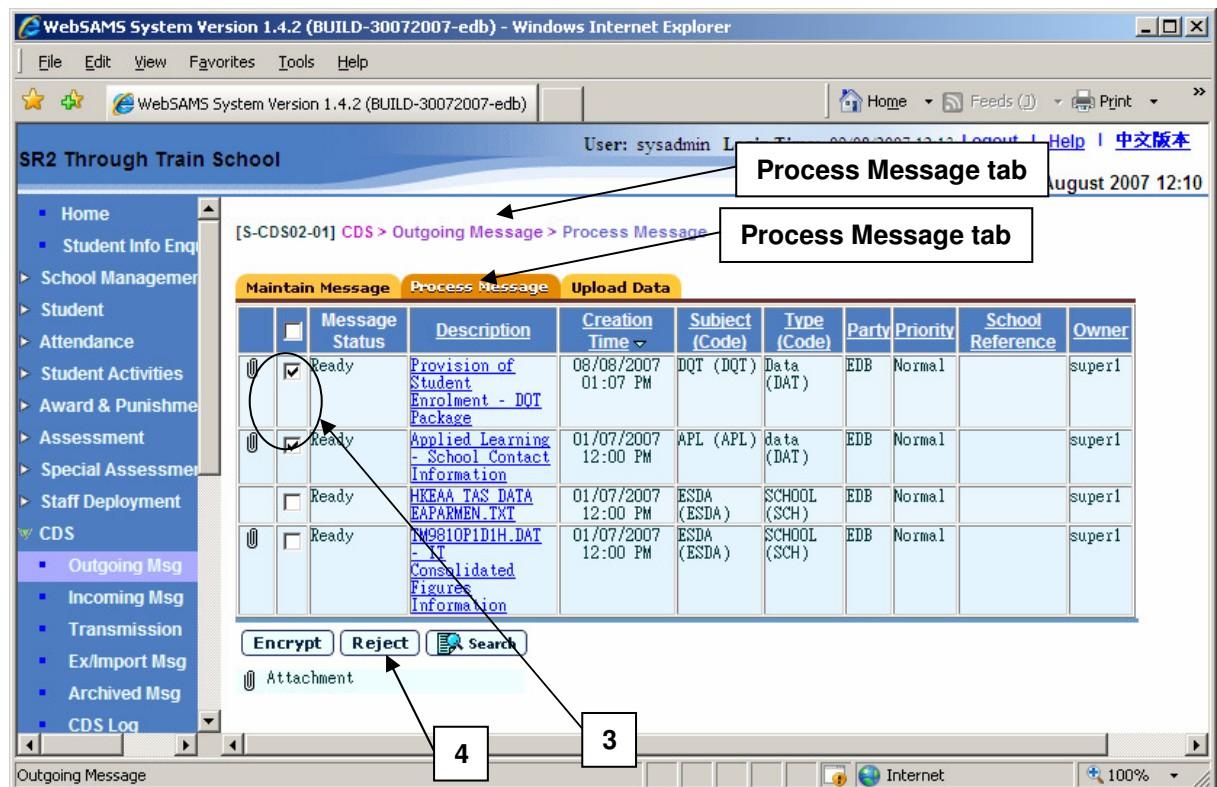
1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Maintain Message** tab.
3. In the “Process Message” page, click on the hyperlink under **Message Description** to select a ‘DataComm’ outgoing message to reject.



4. A new window, “View Outgoing Message” window, will pop out. Click the **[Reject]** button to reject the message.

### Batch Reject

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Process Message** tab.
3. In the “Process Message” page, select those messages to be rejected by clicking in the check boxes on the left.



4. Click the **[Reject]** button to reject the messages.

#### Post-effects

The message status will change from “Ready” to “Rejected”.

#### Notes

N/A

### 2.2.3 Upload Data

#### Upload Data

##### Function Description

Users can upload data files and create a module specific Data Communication message.

This is an alternative to prepare data files for "Data Comm." of various WebSAMS modules. It allows users to upload data files created from school's own application or other sources. However, the data files have to conform to the pre-defined format of the Interface Files.

Users cannot use this function if he or she has been preparing data files via WebSAMS modules.

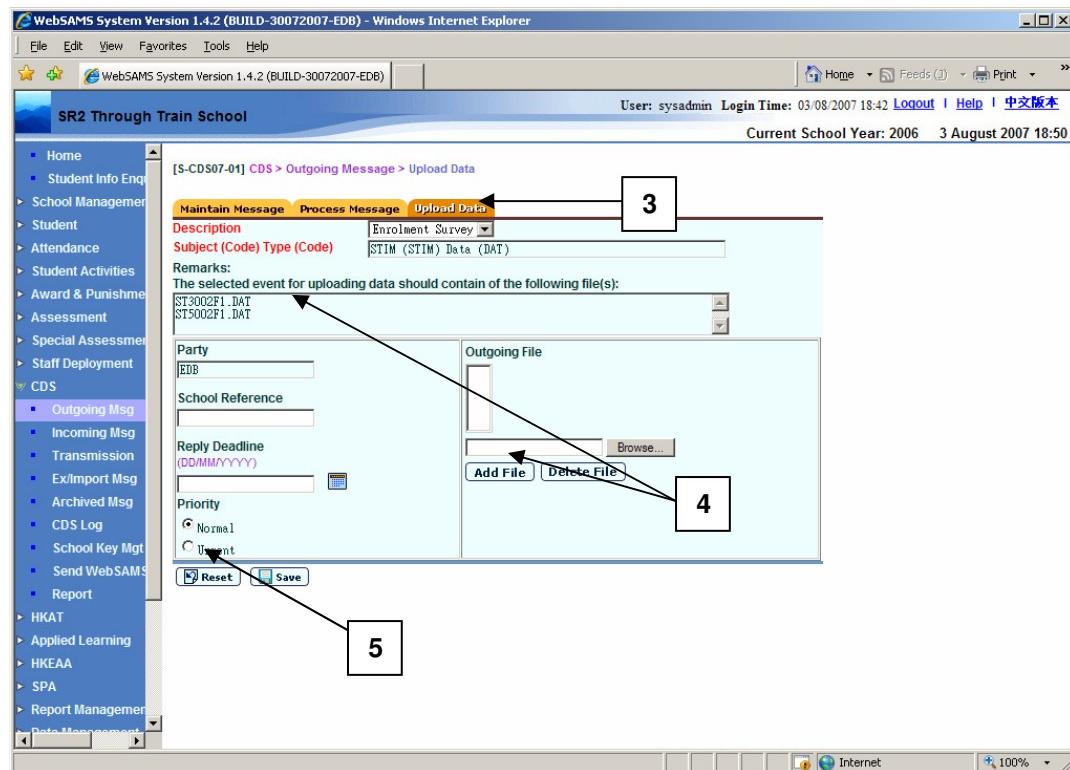
Users are only recommended to use this function only if necessary and if he or she is an advanced user.

##### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can perform this operation.
2. All the required interface files of an event must be present.
3. The interface files must pass all validation rules before successfully uploaded.

##### User Procedures

1. Click **[CDS] → [Outgoing Message]** on the left menu.
2. Click the **Upload Data** tab.



3. Select the required event in the drop down menu of **Description** for uploading of data.
4. Attached the required interface files for the event.
5. Click the [**Save**] button to complete the upload process.



#### Post-effects

1. A new message will be created in "Maintain Message" page which can be access via **[CDS] → [Outgoing Message]** on the left menu.
2. Similar to Data Comm. message of individual modules, such message can be rejected or encrypted and sent to EDB / HKEAA.



#### Notes

N/A

## 2.3 Incoming Message

### 2.3.1 Process Incoming Message

Incoming Message allows users to decrypt, archive, reply, search, view and delete but not modify incoming messages.

#### [View Incoming Message](#)

##### Function Description

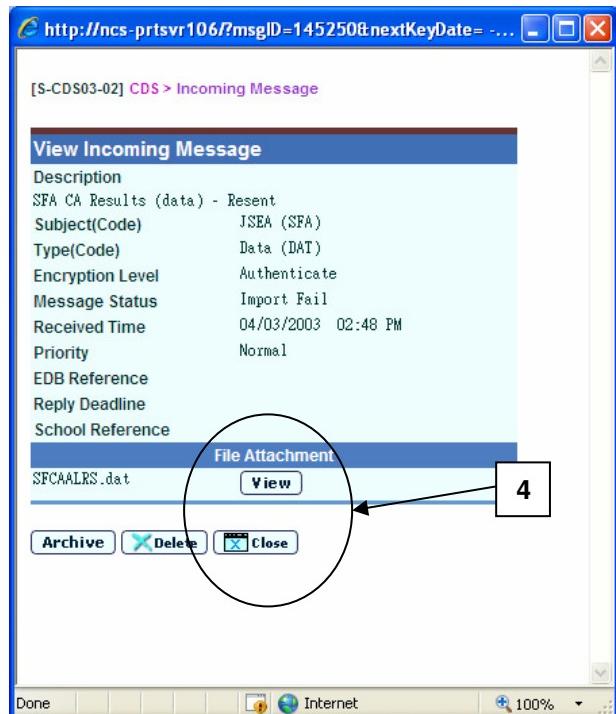
Users can view details of an incoming message in “Incoming Message” page.

##### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can view both lock and unlock messages.
2. Generally, normal CDS users can only view unlock messages.

##### User Procedures

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, click on the hyperlink under **Message Description** to view the incoming message.



3. A new window, “View Incoming Message” window, will pop out showing details of the selected incoming message.

4. Click the **[View]** button to download or view the individual files (only for “unlock” message).

 Post-effects

N/A

 Notes

Function buttons might vary from message to message depending on the message status and function access control.

### Decrypt Incoming Message

#### Function Description

Users can only decrypt an incoming message which has an  encrypted icon.

#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can decrypt a message with ‘Authenticate’ encryption level using the appropriate School Key.
2. Message with ‘Authenticate’ encryption level must be decrypted first before any processing or operation can be done on it.

#### User Procedures

##### Single Decrypt

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, “View Incoming Message” window, will pop out showing details of the selected incoming message.

4. Click the **[Decrypt]** button to decrypt the message.
5. A pop-up box asking for **Decryption Key** will be shown. Enter the appropriate **Decryption Key** based on the Key Effective Date.



### Batch Decrypt

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, select those messages to be decrypted by clicking in the check boxes on the left.

	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Key Effective Date	Reply Indicator	Priority
<input type="checkbox"/>	CA result 2005	SSA (SSA)	Data (DAT)	01/01/2006 12:00 AM			01/01/2006	No	Normal
<input type="checkbox"/>	POA Data	POA (POA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
<input type="checkbox"/>	SOA Data	SSPA (SOA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
<input type="checkbox"/>	SS5060P1D1S - SSA CENTRAL ALLOCATION RESULTS (DATA)	SSA (SSA)	Data (DAT)	07/2004 01:00 PM			16/10/2004	No	Normal
<input type="checkbox"/>	SS5060P1D1S - SSA CENTRAL ALLOCATION RESULTS (DATA)	SSA (SSA)	Data (DAT)	15/10/2004 11:00 AM			21/11/2003	No	Normal
<input checked="" type="checkbox"/>	File codes	Maintain FMP Codes (FMP)	Document (DOC)	02/04/2004 10:01 AM			13/08/2003	No	Normal
<input checked="" type="checkbox"/>	Pop code	Maintain FMP Codes (FMP)	Document (DOC)	01/04/2004 10:01 AM			13/08/2003	No	Normal

3. Click the **[Decrypt]** button to decrypt the messages.
4. A pop-up box asking for **Decryption Key** will be shown. Enter the appropriate **Decryption Key** based on the Key Effective Date.

### Post-effects

N/A

### Notes

For batch decryption, all the selected messages should be decrypted with the same school key at EDB end, i.e. with the same key date.

### Search Incoming Message

#### Function Description

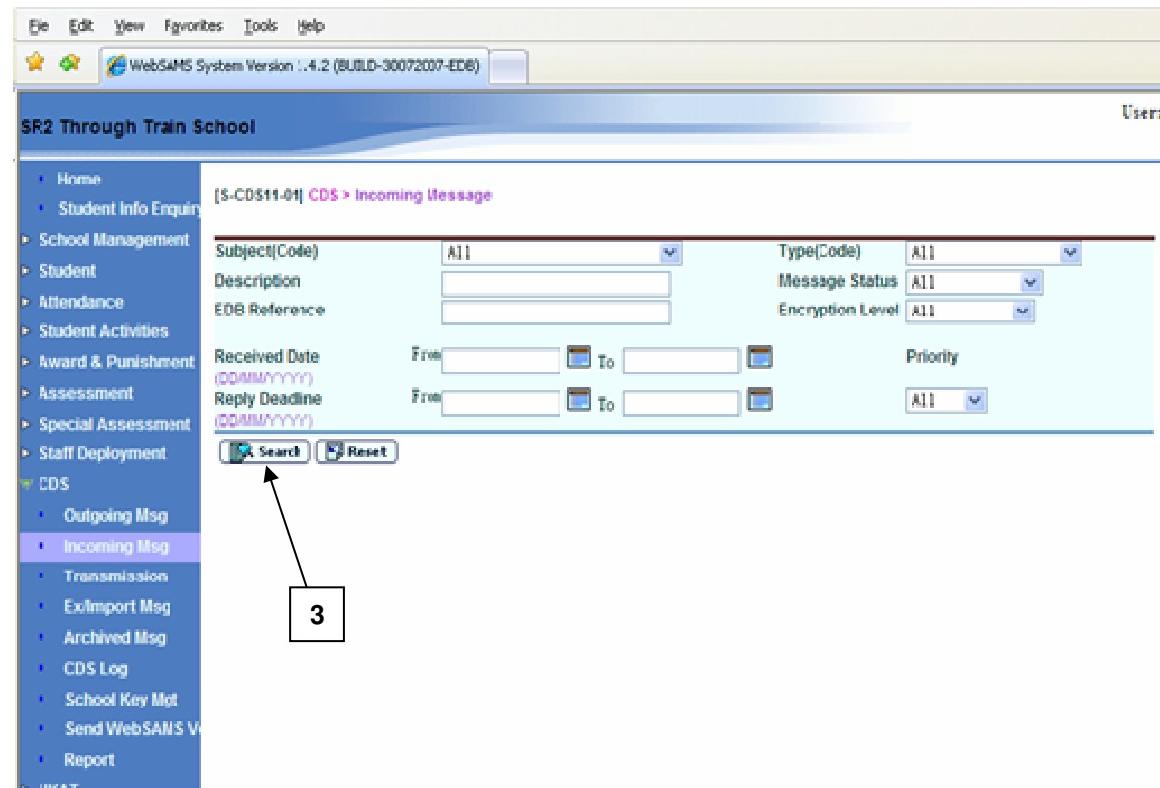
Users can perform search operation on incoming messages.

#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the “View” function access right can search incoming messages.

#### User Procedures

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, click the **[Search]** button to go to the search page.



The screenshot shows the SR2 Through Train School application interface. On the left, there's a vertical navigation menu with categories like Home, Student Info Enquiry, School Management, Student, Attendance, Student Activities, Award & Punishment, Assessment, Special Assessment, Staff Deployment, and CDS. Under CDS, 'Incoming Msg' is selected and highlighted in purple. The main content area has a title '(S-CDS11-01) CDS > Incoming Message'. It contains several search filters: Subject/Code (dropdown), Description (text input), EDB Reference (text input), Received Date (date range input), Reply Deadline (date range input), Type/Code (dropdown), Message Status (dropdown), Encryption Level (dropdown), and Priority (dropdown). At the bottom of the search form are two buttons: 'Search' and 'Reset'. A large number '3' is overlaid on the 'Search' button.

3. Enter the search criteria and click the **[Search]** button to start searching.

#### Post-effects

N/A

#### Notes

1. Search will be perform using “AND” condition.

2. Users can browse through the search results displayed below the search criteria entry fields and select an incoming message from the list for other operation.
3. Users can sort the search results by clicking on the headings of the result list.

### Delete Incoming Message

#### Function Description

Users can delete an incoming message if its message status is '**Not Encrypted**', '**Decrypt Fail**', '**Imported**', '**Import Fail**'.

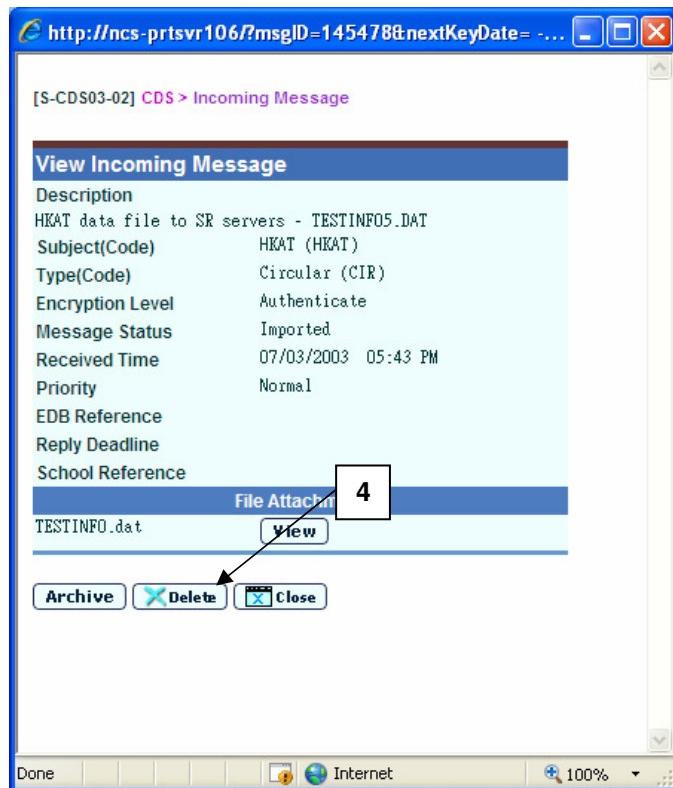
#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete an incoming message.
2. Users who are deleting the message need to ensure that import of the message, if needed, is done.

#### User Procedures

##### Single Delete

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the "Incoming Message" page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, “View Incoming Message” window, will pop out showing details of the selected incoming message.
4. Click the [Delete] button to delete the message.

### Batch Delete

1. Click [CDS] → [Incoming Message] on the left menu.
2. In the “Incoming Message” page, select the messages to be deleted by clicking in the check boxes on the left.

	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Key Effective Date	Reply Indicator	Priority
<input type="checkbox"/>	CA_result_2005	SSA (SSA)	Data (DAT)	01/01/2006 12:00 AM			01/01/2006	No	Normal
<input type="checkbox"/>	POA Data	POA (POA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
<input type="checkbox"/>	SOA Data	SSPA (SOA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
<input type="checkbox"/>	SS5060PIDIS - SSA CENTRAL ALLOCATION RESULTS (DATA)	SSA (SSA)	Data (DAT)	17/01/2004 10:00 PM			16/10/2004	No	Normal
<input type="checkbox"/>	SS5060PIDIS - SSA CENTRAL ALLOCATION RESULTS (DATA)	SSA (SSA)	Data (DAT)	15/10/2004 11:00 AM			21/11/2003	No	Normal
<input checked="" type="checkbox"/>	fmp_codes	Maintain FMP Codes (FMP)	Document (DOC)	02/04/2004 10:01 AM			13/08/2003	No	Normal
<input checked="" type="checkbox"/>	fmp_code	Maintain FMP Codes (FMP)	Document (DOC)	01/04/2004 10:01 AM			13/08/2003	No	Normal

Bottom

Top

Decrypt Archive Search Delete

Data Imported to Module  
Data Import Failed  
Attachment

3. Click the [Delete] button to delete the messages.

### Post-effects

N/A

### Notes

N/A

### Archive Incoming Message

#### Function Description

Users can archive an incoming message if its message status is '**Not Encrypted**', '**Decrypt Fail**', '**Imported**', '**Import Fail**'.

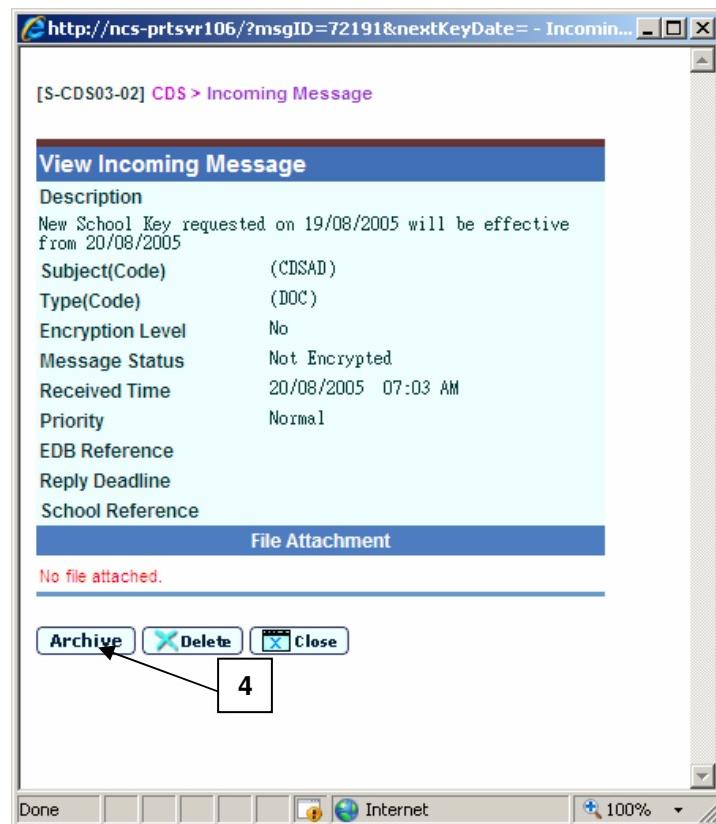
#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can archive a message.
2. Users should ensure that the import of the message, if needed, is done

#### User Procedures

##### Single Archive

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the "Incoming Message" page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, “View Incoming Message” window, will pop out showing details of the selected incoming message.
4. Click the **[Archive]** button to archive the message.

### Batch Archive

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, select the messages to be archived by clicking in the check boxes on the left.

The screenshot shows a list of incoming messages with various columns including Description, Subject (Code), Type (Code), Received Time, EDB Reference, Reply Deadline, Key Effective Date, Reply Indicator, and Priority. The 'Description' column contains links such as CA\_result\_2005, POA Data, SOA Data, SSS0601D1S - SSA CENTRAL ALLOCATION RESULTS (DATA), SSS0601D1S - SSA CENTRAL ALLOCATION RESULTS (DATA), fmp codes, and Fmp code. The 'Type (Code)' column shows Data (DAT) or Document (DOC). The 'Received Time' column shows dates like 01/01/2006, 13/01/2005, 18/10/2004, 15/10/2004, 02/04/2004, and 01/04/2004. The 'Reply Deadline' and 'Key Effective Date' columns show 12:00 AM, 10:26 AM, 01:00 PM, 11:00 AM, 10:01 AM, and 10:01 AM respectively. The 'Reply Indicator' and 'Priority' columns show No and Normal. The 'Archive' button is located in the toolbar at the bottom of the list view.

	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Key Effective Date	Reply Indicator	Priority
<input type="checkbox"/>	<a href="#">CA_result_2005</a>	SSA (SSA)	Data (DAT)	01/01/2006 12:00 AM			01/01/2006	No	Normal
<input type="checkbox"/>	<a href="#">POA Data</a>	POA (POA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
<input type="checkbox"/>	<a href="#">SOA Data</a>	SSPA (SOA)	Data (DAT)	13/01/2005 10:26 AM			16/10/2004	No	Normal
<input type="checkbox"/>	<a href="#">SSS0601D1S - SSA CENTRAL ALLOCATION RESULTS (DATA)</a>	SSA (SSA)	Data (DAT)	18/10/2004 01:00 PM			16/10/2004	No	Normal
<input type="checkbox"/>	<a href="#">SSS0601D1S - SSA CENTRAL ALLOCATION RESULTS (DATA)</a>	SSA (SSA)	Data (DAT)	15/10/2004 11:00 AM			21/11/2003	No	Normal
<input checked="" type="checkbox"/>	<a href="#">fmp codes</a>	Maintain FMP Codes (FMP)	Document (DOC)	02/04/2004 10:01 AM			13/08/2003	No	Normal
<input checked="" type="checkbox"/>	<a href="#">Fmp code</a>	Maintain FMP Codes (FMP)	Document (DOC)	01/04/2004 10:01 AM			13/08/2003	No	Normal

3. Click the **[Archive]** button to archive the messages.

Post-effects

N/A

Notes

N/A

### Reply Incoming Message

#### Function Description

Users can reply an incoming message if its message status is ‘**Not Encrypted**’, ‘**Decrypt Fail**’, ‘**Imported**’ or ‘**Import Fail**’.

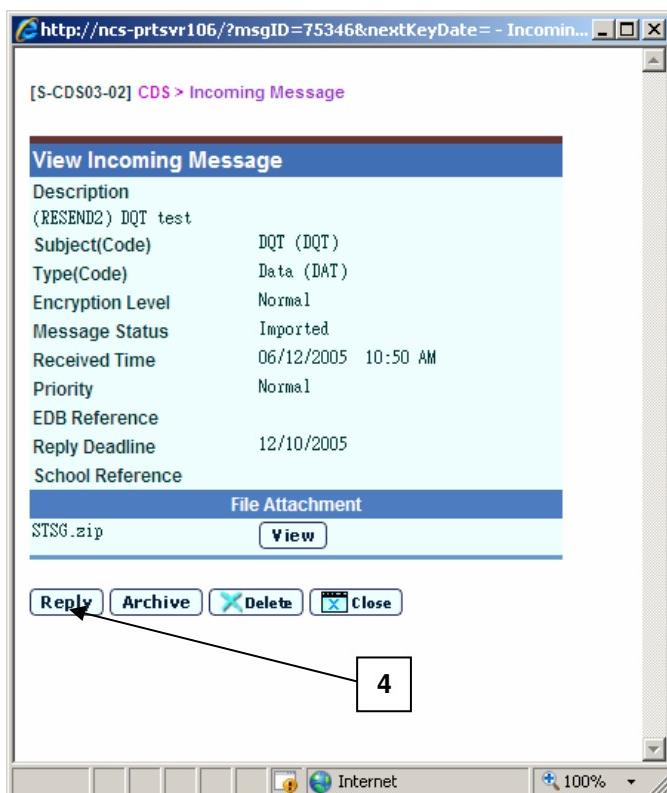
#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the “Add” (Outgoing Message) and “View” (Incoming Message) function access right can reply an incoming message.

Only messages with “Reply Deadline” can be replied.

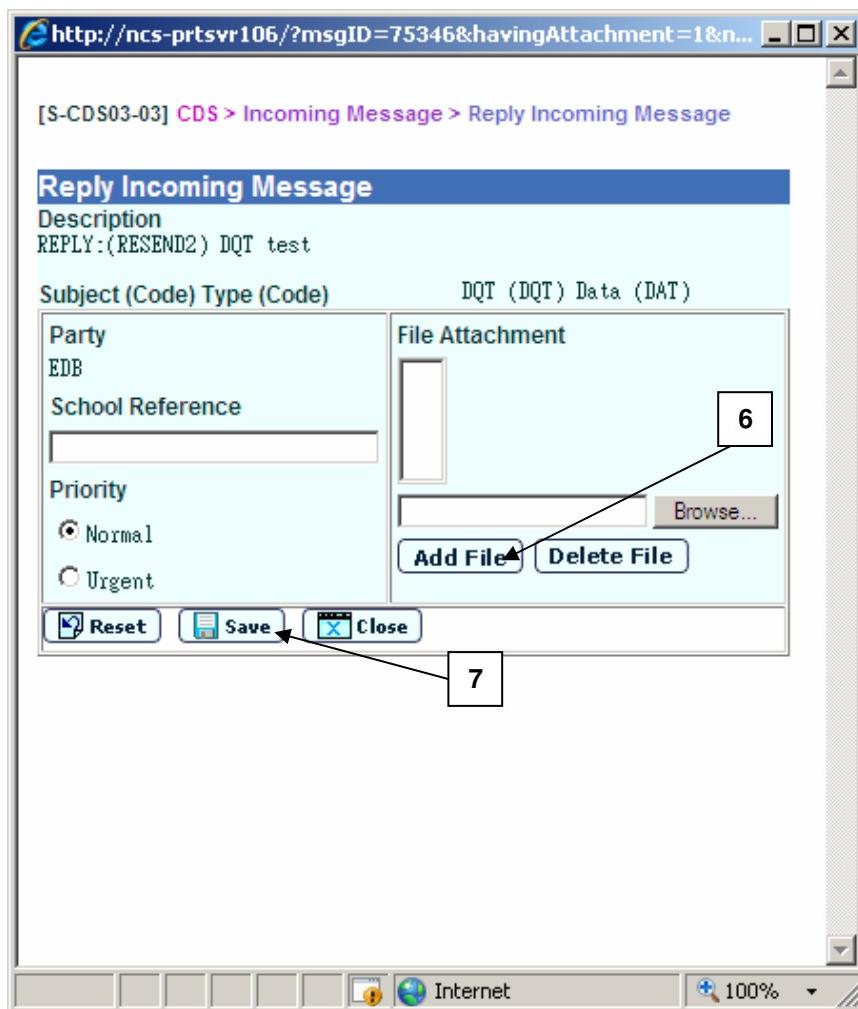
#### User Procedures

1. Click **[CDS] → [Incoming Message]** on the left menu.
2. In the “Incoming Message” page, click on the hyperlink under **Message Description** to view an incoming message.



3. A new window, “View Incoming Message” window, will pop out showing details of the selected incoming message.

4. Click the [Reply] button to reply the message.



5. A new window, “Reply Incoming Message” window, will pop out.
6. Add the necessary attachment(s) for the message to be replied.
7. Click the [Save] button to save the reply message.

#### Post-effects

A new message will be created in “Maintain Message” page for the message being replied which can be access via **[CDS] → [Outgoing Message]** on the left menu.

#### Notes

1. Users can also choose to download the original incoming attachments to modify and upload again when replying a message.
2. No viewing / download of attachment(s) for “**Decrypt Fail**” and “**Import Fail**” messages.

## 2.4 Transmission

### 2.4.1 Ad hoc Transmission

#### Function Description

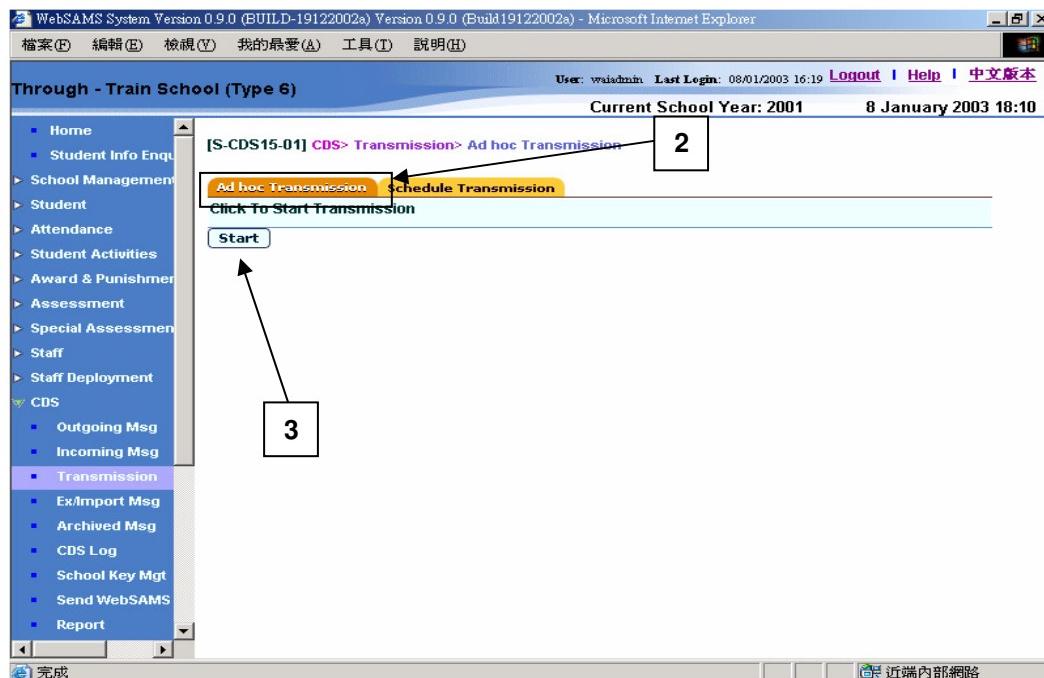
Users can trigger a transmission on an as-need basis.

#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can trigger an ad hoc transmission.

#### User Procedures

1. Click [CDS] → [Transmission] on the left menu.
2. Click the **Ad hoc Transmission** tab.
3. Click the **[Start]** button to start transmission.



#### Post-effects

1. If users triggered an ad hoc transmission, the transmission will start immediately, provided no existing transmission is running at the backend.
2. If an existing transmission is running at the backend, the transmission being triggered will be ignored.

#### Notes

N/A

## 2.4.2 Schedule Transmission

### Function Description

Users can maintain the settings of the schedule for transmission.

### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can change the settings of the transmission schedule.
2. It is not recommended to change the preloaded CDS Extension URL values.

### User Procedures

1. Click **[CDS] → [Transmission]** on the left menu.
2. Click the **Schedule Transmission** tab.
3. In the ‘Schedule Transmission’ page, change the hours and minutes field of the **Start Time** and **Stop Time** to specify the period of the transmission schedule.

The screenshot shows the 'Schedule Transmission' page of the WebSAMS system. The left sidebar has a 'Transmission' section selected. The main form shows fields for 'Period Of Transmission' (Start Time: 7:00, Stop Time: 18:00, Interval: 1 hour), 'Number Of Times To Resend Message' (set to 3), and 'URL of the Primary CDS Extension' (https://10.15.35.32:8443/soap/servlet/rpcr). Buttons at the bottom include 'Reset', 'Save' (highlighted with a box labeled '8'), and 'Set as Default'.

4. Change the **Transmission Interval** value to define the wait time for each transmission.
5. Change the **Number of Time to Resend Message** to define the number of retries if a transmission fails on a particular CDS Extension server.

6. Change the **URL of the Primary CDS Extension** to define the first URL of the CDS Extension to be used for the transmission.
7. Change the **URL of the Secondary CDS Extension** to define the second URL of the CDS Extension to be used if the transmission fails when using the primary URL.
8. Click the **[Save]** button to save the settings of the transmission schedule.

 Post-effects

A transmission will be triggered at backend based on the schedule being set. The schedule starts at the next effective time.

 Notes

1. The transmission schedule can span across a day when start time is larger than stop time or by clicking on the **[24 hours]** button.
2. The maximum number of “**Time to resend Message**” available depends on the “**Transmission Interval**” selected:

<u>Interval</u>	<u>Maximum Resend No.</u>
• 1 hourly	3
• 2-3 hourly	5
• 4-6 hourly	10

3. Users can also click the **[Un-schedule]** to stop the transmission schedule.

## 2.5 Export / Import Messages

### 2.5.1 Export Message

#### Function Description

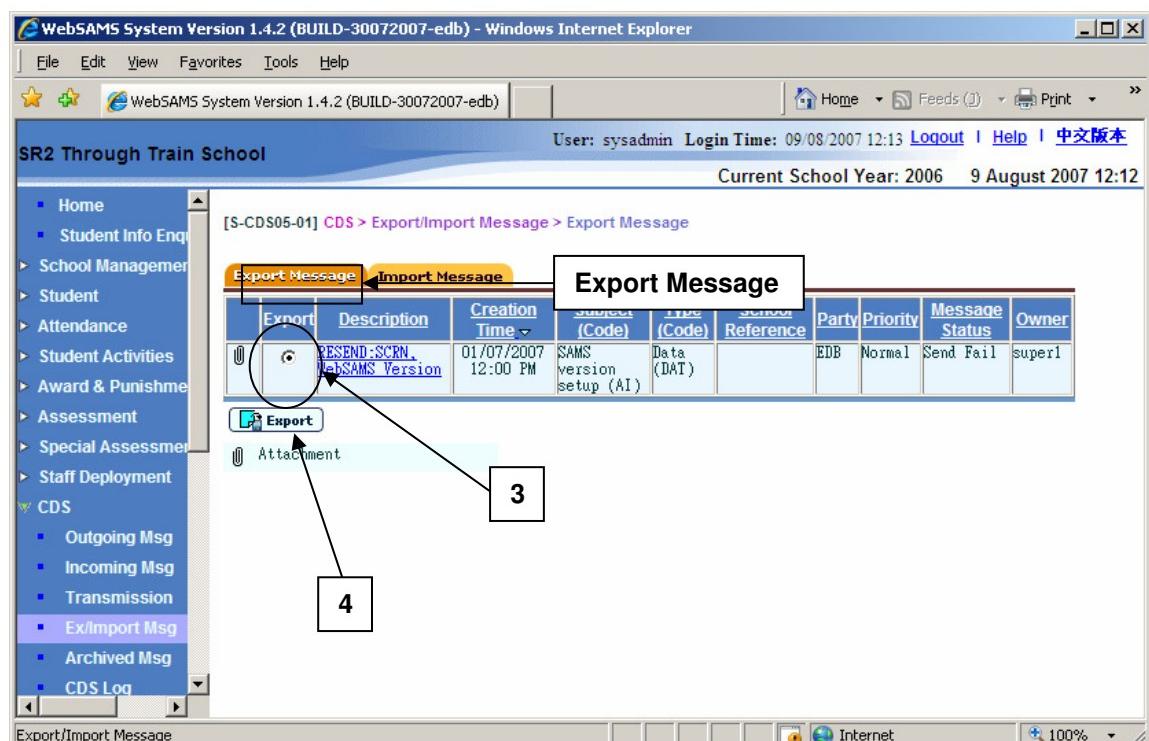
Users are allowed to export an outgoing message when such message needs to be sent to EDB by other means. This scenario will occur especially when CDS Transmission is not working.

#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate “View” (Outgoing Message) and “Export” (Outgoing Message) function access right can export an outgoing message.
2. Only CDS / WebSAMS Administrators can grant the rights to users for viewing and / or exporting own or others message.

#### User Procedures

1. Click [**CDS**] → [**Import / Export**] on the left menu.
2. Click the **Export Message** tab.



3. In the “Export Message” page, click on the message that you wish to export from WebSAMS CDS.
4. Click the [**Export**] button to export the message into a zip file.

 Post-effects

N/A

 Notes

1. The message files are contained in the zip file.
2. Send the zip file to EDB for import.

## 2.5.2 Import Message

### Function Description

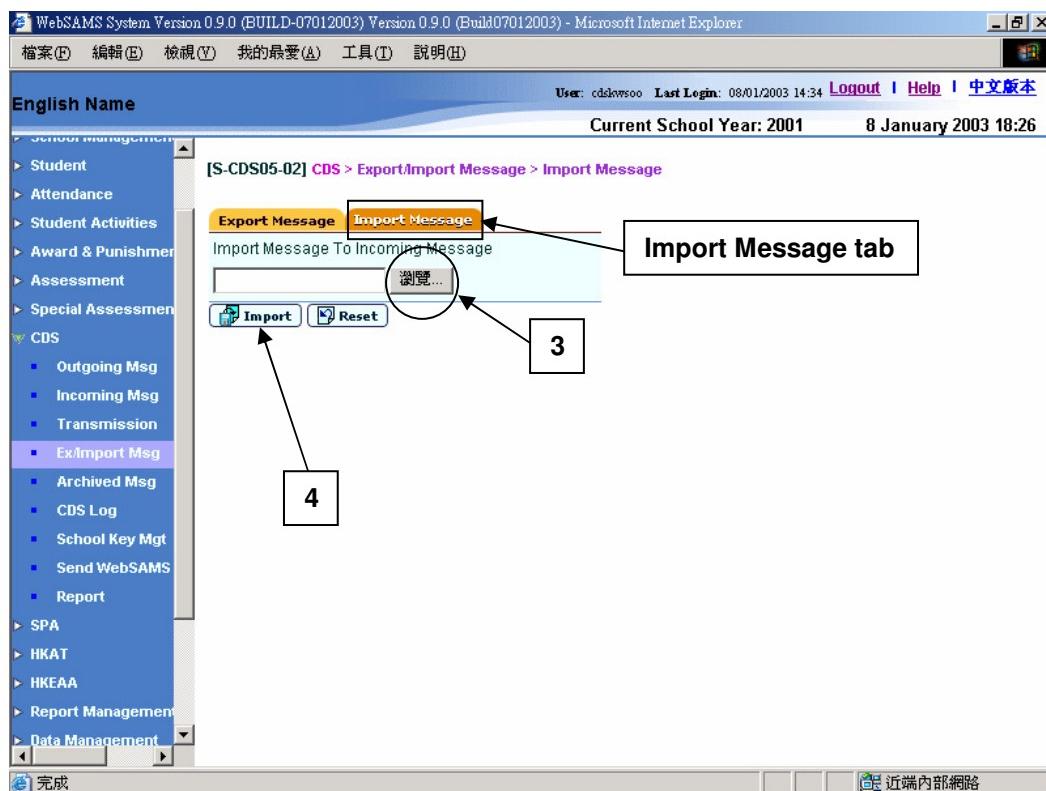
Users are allowed to import an incoming message when such message is received from EDB by other means.

### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with the appropriate function access right can import an incoming message.
2. The message to be imported should be compressed in a .zip format file.

### User Procedures

1. Click [CDS] → [Import/Export] on the left menu.
2. Click the **Import Message** tab.



3. In the “Import Message” page, click the [Browse] button to select the zipped message you want to import into WebSAMS CDS.
4. Click the [Import] button to import the zip file onto WebSAMS CDS.

 Post-effects

Imported message will appear in “Incoming Message” page which can be accessed via **[CDS] → [Incoming Message]** on the left menu.

 Notes

N/A

## 2.6 Archived Messages

### 2.6.1 Archived Outgoing Message

Users are allowed to view, search, restore and delete archived outgoing messages.

#### [View Archived Outgoing Message](#)

##### Function Description

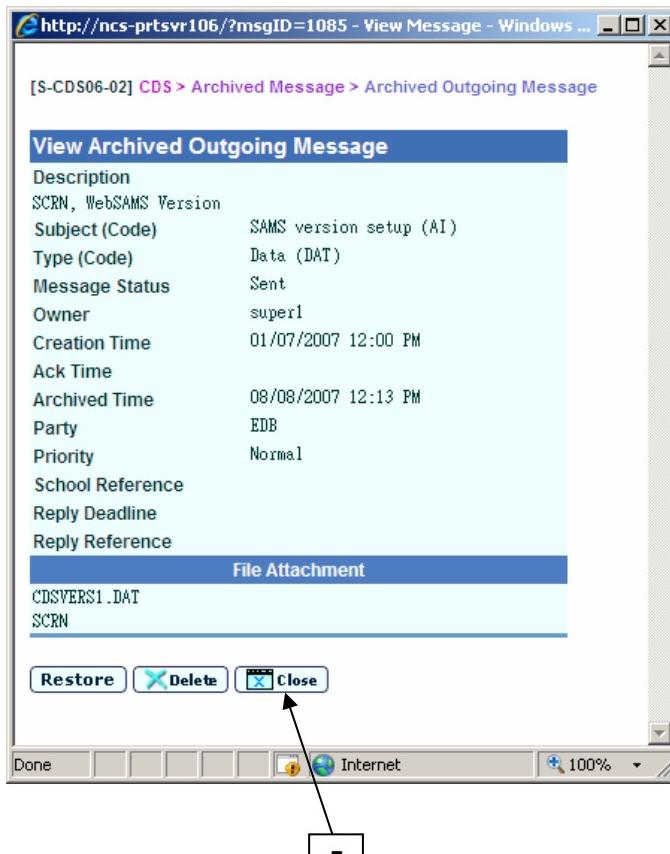
Users can view details of an archived outgoing message.

##### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular archived outgoing message.

##### User Procedures

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. Click on the hyperlink under **Message Description** to view an archived outgoing message.



4. A new window, “View Archived Outgoing Message”, will pop out showing details of the archived outgoing message.
5. Click the **[Close]** button to end viewing the message.

 Post-effects

N/A

 Notes

Users are not allowed to view the attachment(s) of the archived outgoing message.

[Restore Archived Outgoing Message](#)

 Function Description

Users can restore an archived outgoing message.

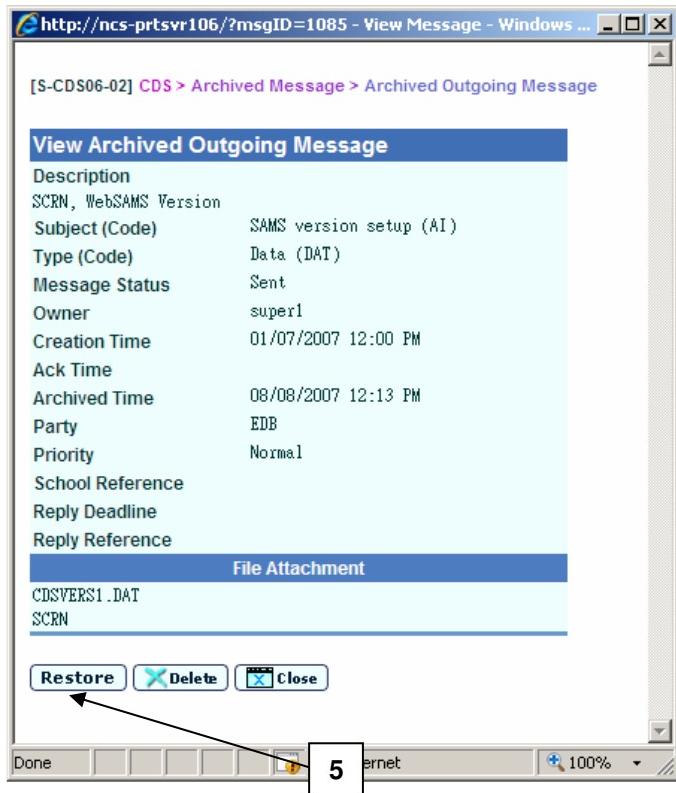
 Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can restore a particular archived outgoing message.

 User Procedures

[Single Restore](#)

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. In the “Archived Outgoing Message” page, click on the hyperlink under **Message Description** to view an archived outgoing message.



4. A new window, "View Archived Outgoing Message" window, will pop out showing details of the selected archived outgoing message.
5. Click the **[Restore]** button to restore the message.

### Batch Restore

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.

The screenshot shows the 'Archived Outgoing Message' tab within the 'Archived Message' section of the application. The table lists three messages:

#	Description	Created Time	Ack Time	Archived Time	Subject (Code)	Type (Code)	School Reference	Party	Priority	Message Status	Owner
1	RESEND-SCRN, WebSAMS Version	01/07/2007 12:00 PM		08/08/2007 12:13 PM	SAMS version setup (AI)	Data (DAT)		EDB	Normal	Send Fail	super1
2	RESEND-RESEND-SCRN, WebSAMS Version	01/07/2007 12:00 PM		08/08/2007 12:13 PM	SAMS version setup (AI)	Data (DAT)		EDB	Normal	Send Fail	sysadmin
3	SCRN, WebSAMS Version	01/07/2007 12:00 PM		08/08/2007 12:13 PM	SAMS version setup	Data (DAT)		EDB	Normal	Sent	super1

Each row has a checkbox next to the description. Below the table are buttons for 'Restore', 'Search', and 'Delete'. A number '3' is placed near the top of the table, and a number '4' is placed near the bottom left of the table.

A callout box labeled 'Archived Outgoing Message tab' points to the tab itself.

3. Select the messages to be restored by clicking the check boxes on the left.
4. Click the **[Restore]** button to restore the messages.

 Post-effects

N/A

 Notes

N/A

#### Delete Archived Outgoing Message

 Function Description

Users can delete an archived outgoing message.

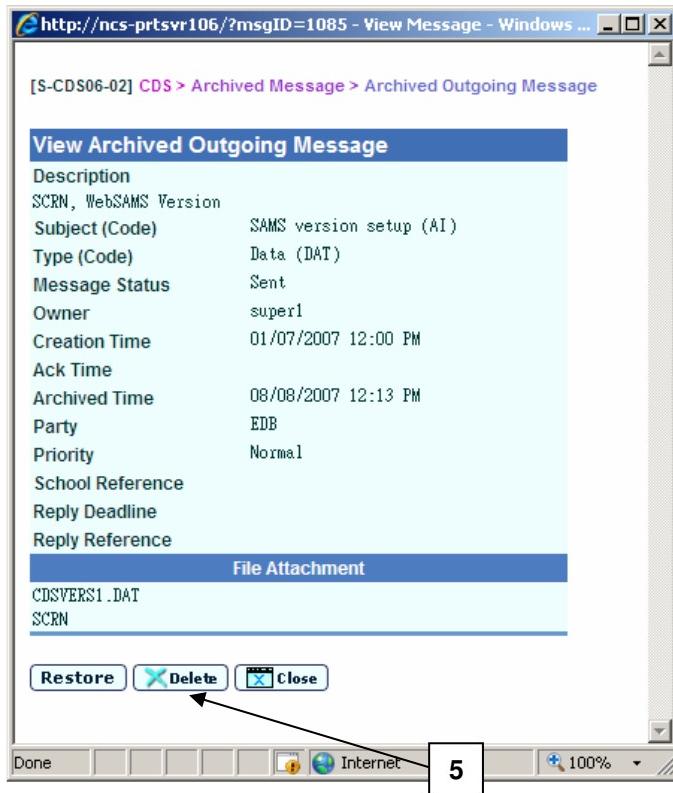
 Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular archived outgoing message.

 User Procedures

#### Single Delete

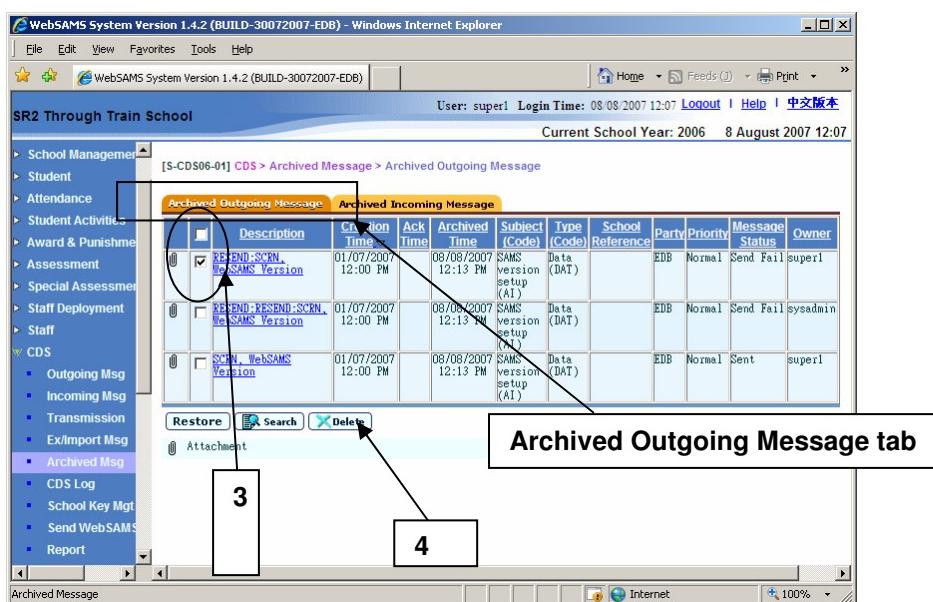
1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. In the “Archived Outgoing Message” page, click on the hyperlink under **Message Description** to view an archived outgoing message.



4. A new window, "View Archived Outgoing Message" window, will pop out showing details of the selected archived outgoing message.
5. Click the **[Delete]** button to delete the message.

#### Batch Delete

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.



3. Select the messages to be deleted by clicking in the check boxes on the left.

4. Click the **[Delete]** button to delete the messages.

 Post-effects

N/A

 Notes

The corresponding attachments will be deleted.

### Search Archived Outgoing Message

#### Function Description

Users can perform search operation on archived outgoing messages.

#### Pre-requisites

Only CDS / WebSAMS Administrators and users with “View” (Archived Outgoing Message) function access right can search archived outgoing messages.

#### User Procedures

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Outgoing Message** tab.
3. Click the **[Search]** button to go to the search page.
4. Enter the search criteria and click the **[Search]** button to start searching.

The screenshot shows a Microsoft Internet Explorer window for the WebSAMS System Version 0.9.0. The title bar reads "WebSAMS System Version 0.9.0 (BUILD-19122002a) Version 0.9.0 (Build19122002a) - Microsoft Internet Explorer". The top menu includes 檔案(F), 編輯(E), 檢視(V), 我的最愛(A), 工具(I), 說明(H). The status bar shows "User: waiaadmin Last Login: 08/01/2003 16:33 Logout | Help | 中文版本", "Current School Year: 2001", and "9 January 2003 10:16". The main content area has a blue header "Through - Train School (Type 6)". On the left, a navigation menu is visible with sections like STUDENT ACTIVITIES, CDS (selected), HKAT, HKEAA, FMP, Report Management, Data Management, and Timetabling. Under CDS, "Archived Msg" is selected. The central part of the screen displays a search form titled "[S-CDS12-01] CDS> Archived Message> Outgoing Message> Archived Outgoing Message". The search form includes fields for Subject (Code) (set to All), Type (Code) (set to All), Message Status (set to All), Creator ID, Priority, and three date range fields for Creation Date, Ack Date, and Archived Date, each with "From" and "to" input fields and calendar icons. Below the form are "Search" and "Reset" buttons. A large number "3" is overlaid on the search form area. At the bottom of the page, there is a footer bar with icons for Archived Message, Home, and Help, along with the text "近端內部網路".

#### Post-effects

N/A

#### Notes

1. Users can browse through the search results displayed below the search criteria entry fields and select an archived outgoing message from the list for other operation.
2. Users can sort the search results by clicking on the headings of the result list.

### 2.6.2 Archived Incoming Message

Users are allowed to view, search, restore and delete archived incoming messages.

#### [View Archived Incoming Message](#)

##### Function Description

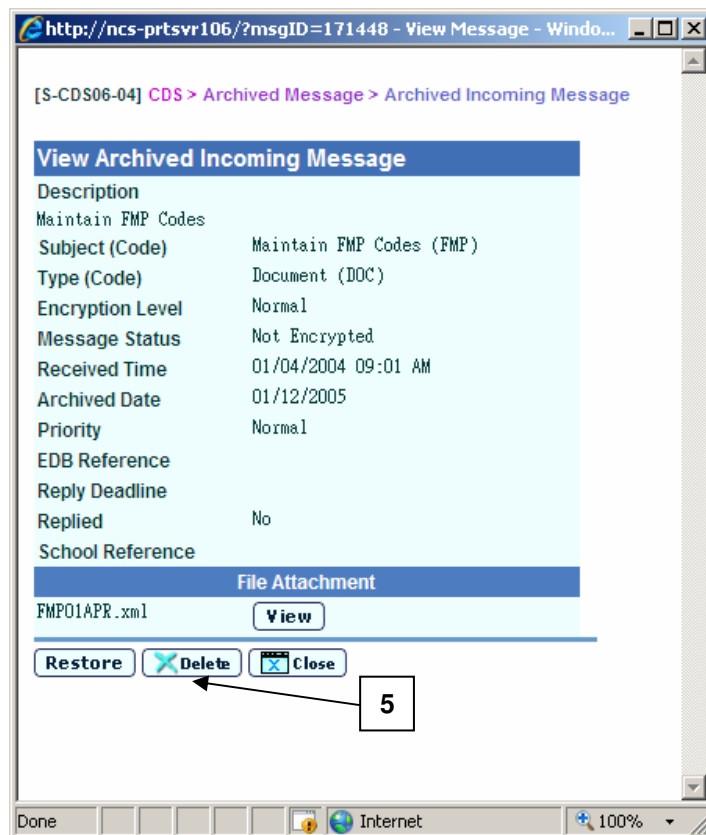
Users can view details of an archived incoming message.

##### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view details of a particular archived incoming message.

##### User Procedures

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.
3. In “Archived Incoming Message” page, click on the hyperlink under **Message Description** to view an archived incoming message.



4. A new window, “View Archived Incoming Message” window, will pop out showing details of the selected archived incoming message.
5. Click the [**Close**] button to end viewing the message.

 Post-effects

N/A

 Notes

N/A

#### Restore Archived Incoming Message

 Function Description

Users can restore an archived incoming message.

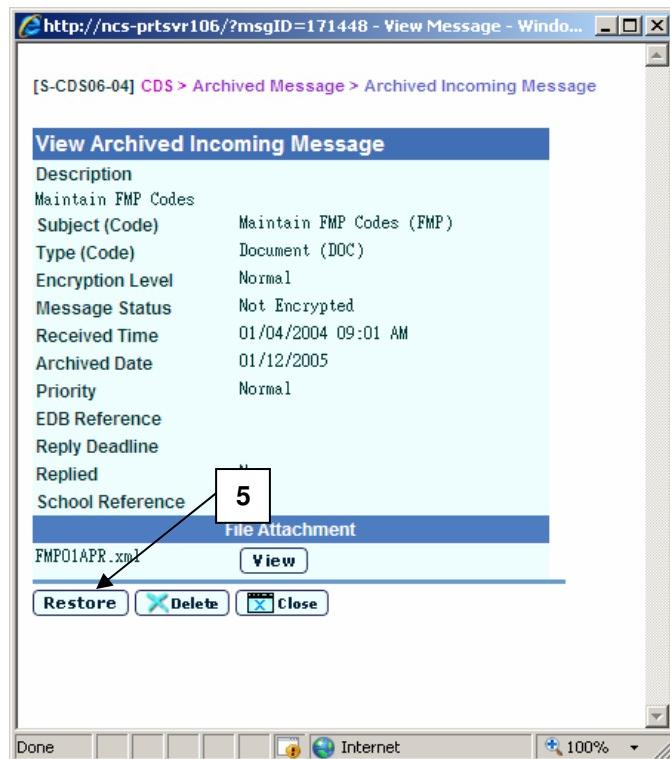
 Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can restore a particular archived incoming message.

 User Procedures

#### Single Restore

1. Click [**CDS**] → [**Archived Message**] on the left menu.
2. Click the **Archived Incoming Message** tab.
3. In the “Archived Incoming Message” page, click on the hyperlink under **Message Description** to view an archived incoming message.



4. A new window, "View Archived Incoming Message" window, will pop out showing details of the selected message.
5. Click the **[Restore]** button to restore the message.

#### Batch Restore

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.

The screenshot shows the 'SR2 Through Train School' application window. The left sidebar has a tree view of modules: Home, Student Info Eng, School Management, Student, Attendance, Student Activities, Award & Punishment, Assessment, Special Assessment, Staff Deployment, CDS (selected), Outgoing Msg, Incoming Msg, Transmission, Ex/Import Msg, Archived Msg (selected), CDS Log, School Key Mgt, Send WebSAMS, Report, HKAT, Applied Learning, and HKEAA. The top bar shows 'User: sysadmin Logon Time: 30/07/2007 15:57 Logout | Help | 中文'. The main area title is '[S-CDS06-03] CDS > Archived Message > Archived Incoming Message'. Below it is a grid titled 'Archived Incoming Message' with columns: Description, Subject (Code), Type (Code), Received Time, Archived Time, EOB Reference, Deadline, Reply Indicator, and Priority. The grid contains several rows of messages. A message in the first row is circled with a red oval, and an arrow points from it to a callout box labeled '3'. Another arrow points from the 'Delete' button in the grid to a callout box labeled '4'. At the bottom of the grid are buttons for 'Restore', 'Search', and 'Delete'. A status bar at the bottom right shows 'Bottom', 'Top', 'Report', 'Internet', and '100%'. A legend at the bottom right defines icons: yellow padlock for Encrypted, yellow key for Decrypted, red X for Decryption Failed, and a blue attachment icon.

3. Select the message to be restored by clicking the check boxes on the left.
4. Click the [Restore] button to restore the message(s).

Post-effects

N/A

Notes

N/A

Delete Archived Incoming Message

Function Description

Users can delete an archived incoming message.

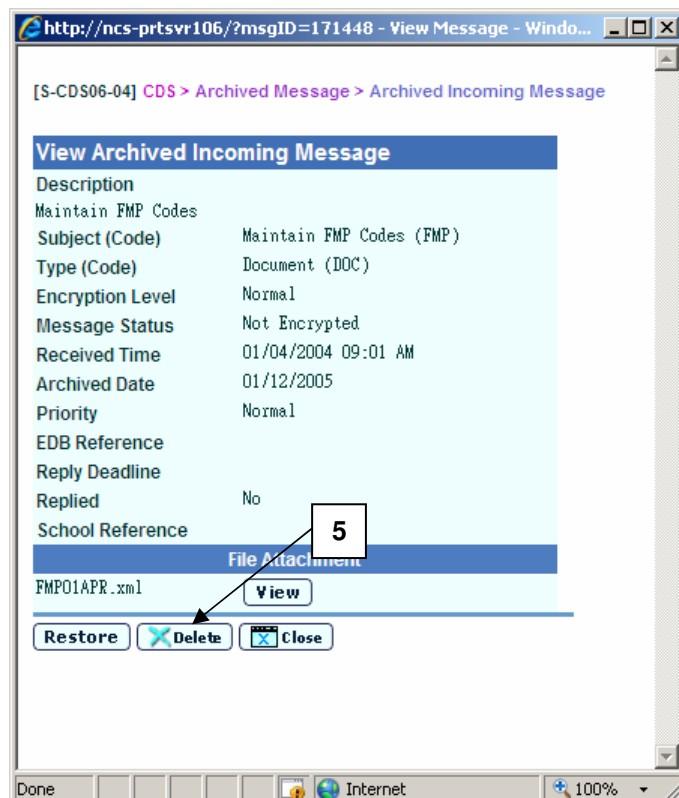
Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete a particular archived incoming message.

User Procedures

### Single Delete

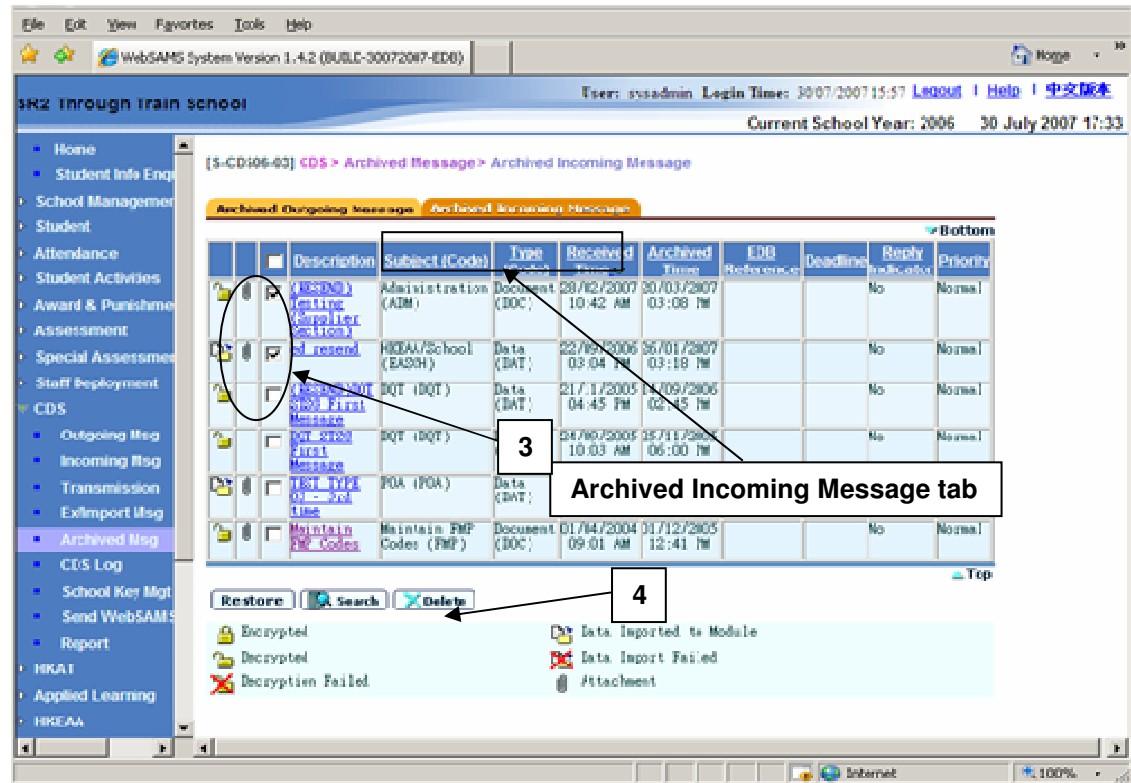
1. Click [CDS] → [Archived Message] on the left menu.
2. Click the **Archived Incoming Message** tab.
3. In the “Archived Incoming Message” page, click on the hyperlink under **Message Description** to view an archived incoming message.



4. A new window, “View Archived Incoming Message” window, will pop out showing details of the selected message.
5. Click the **[Delete]** button to delete the message.

### Batch Delete

1. Click [CDS] → [Archived Message] on the left menu.
2. Click the **Archived Incoming Message** tab.



3. Select the message to be deleted by clicking in the check boxes on the left.
4. Click the **[Delete]** button to delete the message(s).

Post-effects

N/A

Notes

N/A

### Search Archived Incoming Message

#### Function Description

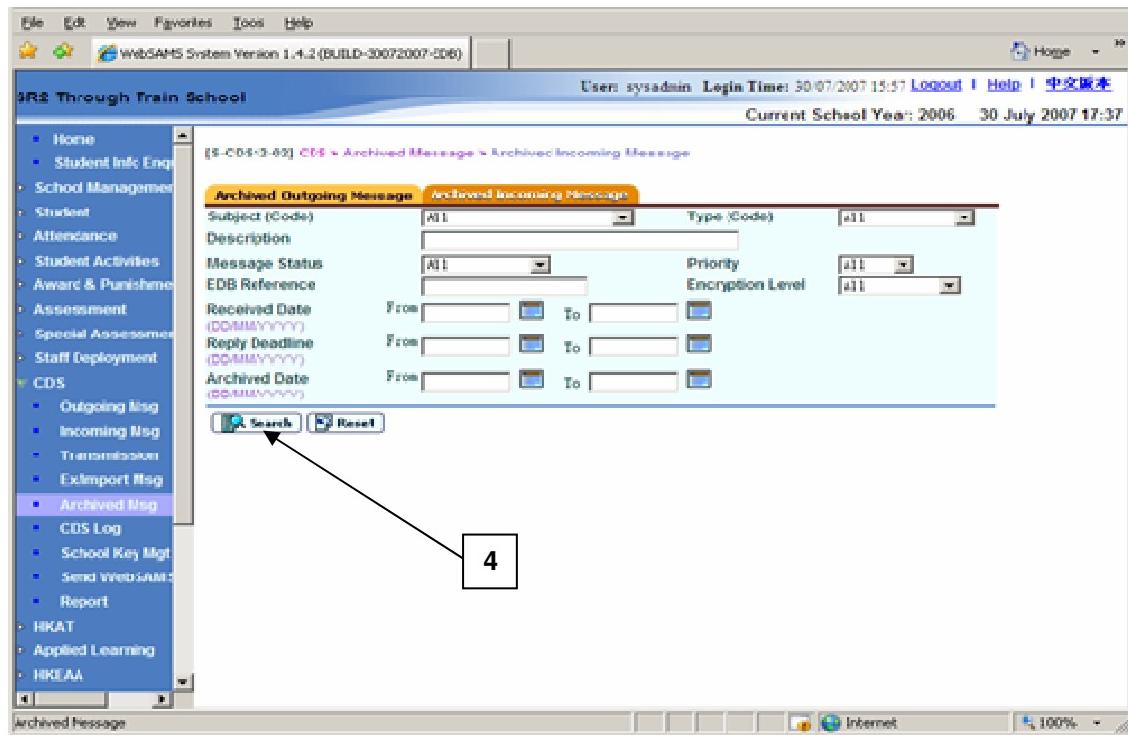
Users can perform search operation on archived incoming messages.

#### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can perform search on archived incoming messages.

#### User Procedures

1. Click **[CDS] → [Archived Message]** on the left menu.
2. Click the **Archived Incoming Message** tab.
3. Click the **[Search]** button to go to the search page.



4. Enter the search criteria and click the **[Search]** button to start searching.

#### Post-effects

N/A

#### Notes

1. Users can browse through the search results displayed below the search criteria entry fields and select an archived incoming message from the list for other operation.
2. Users can sort the search results by clicking on the headings of the result list.

## 2.7 CDS Log

Users can delete, download, search, print and view the CDS log.

### 2.7.1 Maintain CDS Log

#### [View CDS Log](#)

##### Function Description

Users can view the CDS log online or download the log file for offline browsing.

##### Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can view transmission details of the CDS log.

##### User Procedures

1. Click **[CDS] → [CDS Log]** on the left menu.
2. Enter the search criteria and click the **[Search]** button to start searching for the required CDS log(s).

The screenshot shows the WebSAMS system interface. The left sidebar has a 'CDS' section with a 'CDS Log' link, which is circled in red. A large red arrow points from this link to the 'Log Date' input field. Another red arrow points from the 'Log Date' field to the list of logs below. The list shows log entries from 02/11/2002 to 23/04/2003, with each entry consisting of a date and a log file name (e.g., 11-04-2003.log). At the bottom right of the log list, there is a small red box containing the number '3'.

3. Click on the hyperlink under **Log file** to download the individual CDS log file for offline browsing or click the **[Preview & Print]** button to view and print the log file online.

Post-effects

N/A

Notes

N/A

Delete CDS Log

Function Description

Users can housekeep the CDS log file by deleting it.

Pre-requisites

Only CDS / WebSAMS Administrators and users with the appropriate function access right can delete CDS log file(s) online.

User Procedures

1. Click **[CDS] → [CDS Log]** on the left menu.
2. Enter the search criteria and click the **[Search]** button to start searching.

Log Date	Log File
11/04/2003	11-04-2003.log
10/04/2003	10-04-2003.log
09/04/2003	09-04-2003.log
08/04/2003	08-04-2003.log
07/04/2003	07-04-2003.log
06/04/2003	06-04-2003.log
05/04/2003	05-04-2003.log
04/04/2003	04-04-2003.log
03/04/2003	03-04-2003.log
02/04/2003	02-04-2003.log

3. Select the log files to be deleted by clicking in the check boxes on the left.
4. Click the **[Delete]** button to delete the selected log files.

Post-effects

N/A

Notes

You are recommended to housekeep the log files by retaining one month of logs.

[Print CDS Log](#)

Function Description

Users can print CDS log file on a fax cover to be sent to Helpdesk.

Pre-requisites

Only CDS / WebSAMS Administrators and users with “View” function access right can perform this operation.

User Procedures

1. Click **[CDS] → [CDS Log]** on the left menu.
2. Enter the search criteria and click the **[Search]** button to start searching.

The screenshot shows the WebSAMS system interface. On the left is a sidebar with a navigation menu. The main area is titled '[S-CDS16-01] CDS > CDS Log'. It displays a table of log entries. Annotations are present: a circle around the search criteria fields (Log Date, Contact Person, Fax Number, Phone Number) with a box labeled '3' pointing to the 'Search' button; a circle around the table header with a box labeled '4' pointing to it; and a circle around the bottom right corner of the table with a box labeled '5' pointing to the 'Preview & Print' button.

Log Date	Log File
11-04-2003	11-04-2003.log
10-04-2003	10-04-2003.log
09-04-2003	09-04-2003.log
08-04-2003	08-04-2003.log
04-04-2003	04-04-2003.log
03-04-2003	03-04-2003.log
02-04-2003	02-04-2003.log

3. Keyed in values for the following fields which will be printed in the From section of the fax cover:
  - Contact Person
  - Fax Number
  - Phone Number
4. Select the log files to be printed by clicking in the check boxes on the left.
5. Click the **[Print and Preview]** button to print the log files.

 Post-effects

N/A

 Notes

N/A

## 2.8 School Key Management

### 2.8.1 Change School Key

#### Function Description

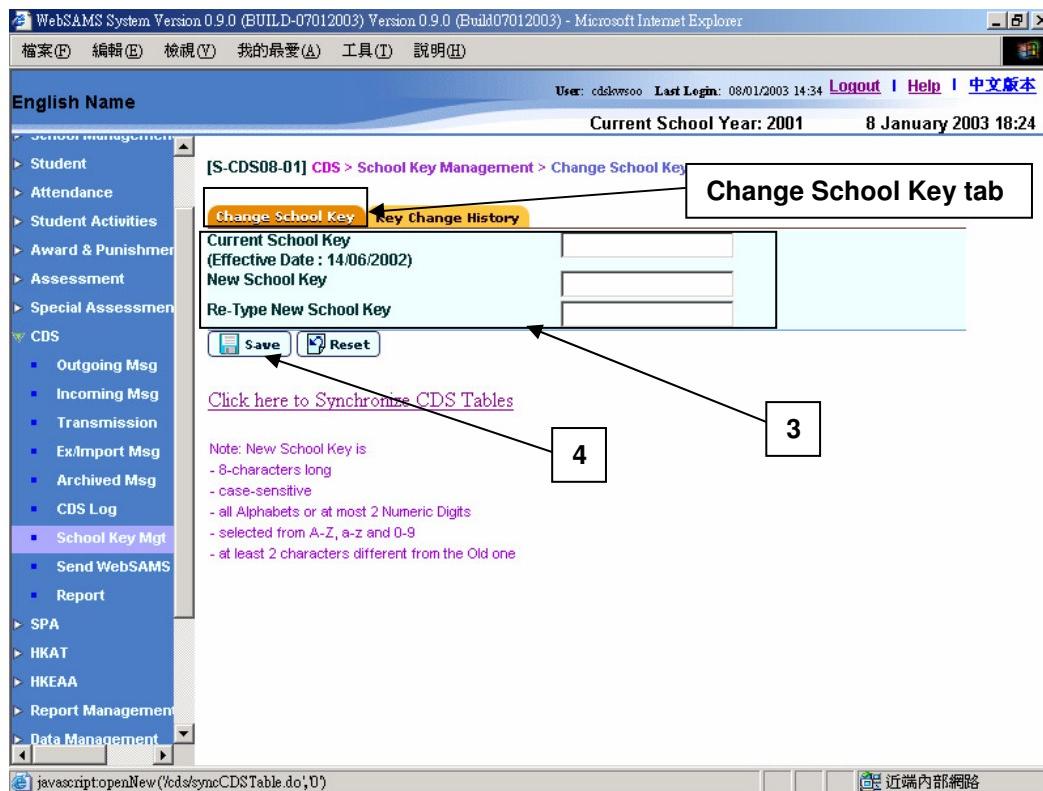
Users can change the School Key on an “as-need” basis.

#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with appropriate function access right can change School Key when necessary.
2. The current school key is required for submitting a change request.
3. The new school key must consist of A-Z, a-z and 0-9.
4. The new school key must consist of all alphabets or at most 2 numeric digits.
5. The new school key must have at least 2 characters different from the old one.
6. School Key is case-sensitive.

#### User Procedures

1. Click [CDS] → [School Key Management] on the left menu.
2. Click the **Change School Key** tab.



3. Enter the **Current** and **New School Key**. Re-type **New School Key**.
4. Click the **[Save]** button to save the new school key.

 Post-effects

1. The New School Key will take effect according to the effective date.
2. The change process will take one day from the submission date.
3. No another submission is allowed when the successfully submitted key change is in processing state. i.e. the "Save" button will be dimmed.
4. If WebSAMS cannot receive any acknowledgements from the EDB on the School Key change request after one day from the submission date, the encryption function that require the School Key will be locked until the next submission of School Key change request has been made. While waiting for an acknowledgement from the EDB, the previous effective school key should be used.
5. The effective date for school key will be updated in encryption and decryption functions once a new key comes to effect.
6. A new record will be added to the Key Change History that is initiated by schools or the EDB.

 Notes

1. A message will be prompted when you enter this page if the current school key has expired.
2. The "Save" button will be dimmed, i.e. you can't change the school key again, when a new key is in processing state or to be effective..

### 2.8.2 Key Change History

#### Function Description

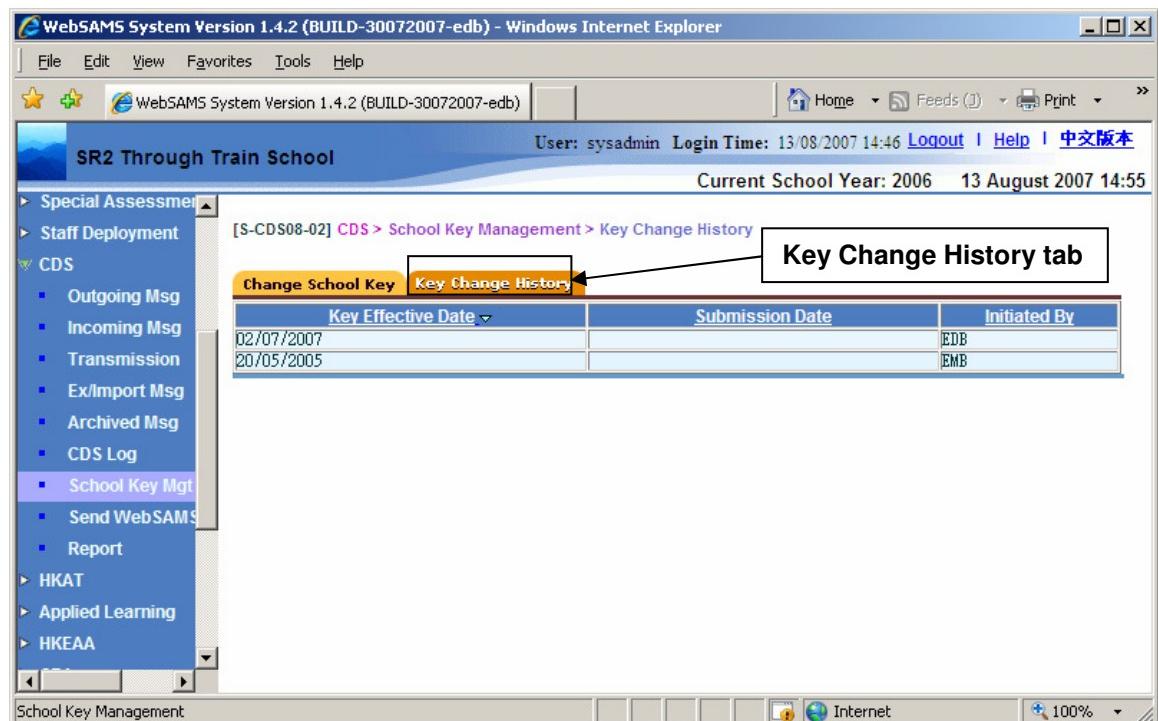
Users can view history of School Key changes.

#### Pre-requisites

Only CDS / WebSAMS Administrators and users with appropriate function access right can perform this operation.

#### User Procedures

1. Click **[CDS] → [School Key Management]** on the left menu.
2. Click the **Key Change History** tab.



The screenshot shows the WebSAMS system interface. The title bar reads "WebSAMS System Version 1.4.2 (BUILD-30072007-edb) - Windows Internet Explorer". The top menu includes File, Edit, View, Favorites, Tools, and Help. The toolbar has Home, Feeds, Print, and other icons. The header displays "User: sysadmin Login Time: 13/08/2007 14:46 Logout | Help | 中文版本" and "Current School Year: 2006 13 August 2007 14:55". The main content area shows a navigation tree on the left with nodes like Special Assessment, Staff Deployment, CDS (Outgoing Msg, Incoming Msg, Transmission, Ex/Import Msg, Archived Msg, CDS Log, School Key Mgt, Send WebSAMS, Report), HKAT, Applied Learning, and HKEAA. A sub-menu under CDS is expanded, showing School Key Mgt selected. The right panel shows a table titled "Key Change History tab" with columns: Key Effective Date, Submission Date, and Initiated By. Two rows are listed: one for 02/07/2007 initiated by EDB, and another for 20/05/2005 initiated by EMB. A callout box points to the "Key Change History" tab in the sub-menu.

3. The key change history is displayed.

#### Post-effects

N/A

#### Notes

1. Every change of school key will be kept in the list which includes changes initiated by the school side as well as the EDB side.
2. Submission date of each key will be provided only for changes initiated by schools.

### 2.8.3 Synchronize CDS Tables

#### Function Description

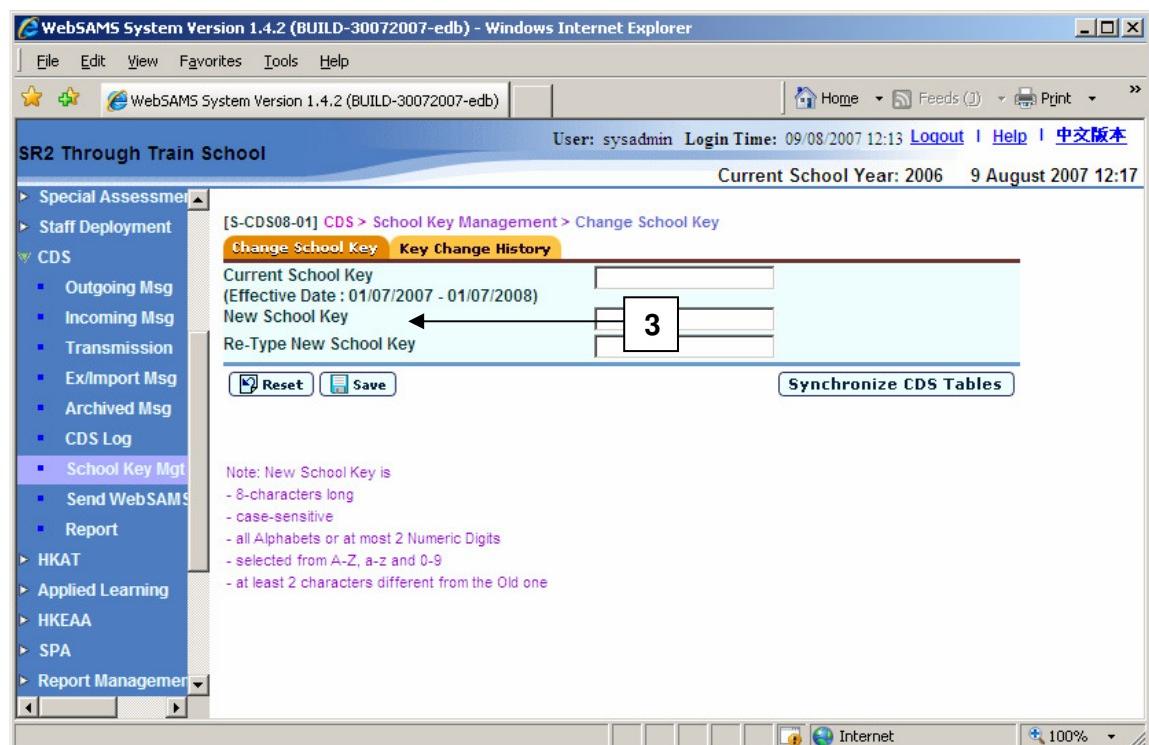
Users can perform synchronization of data between WebSAMS CDS end and EDB end. Such data includes School Key, Common Key etc.

#### Pre-requisites

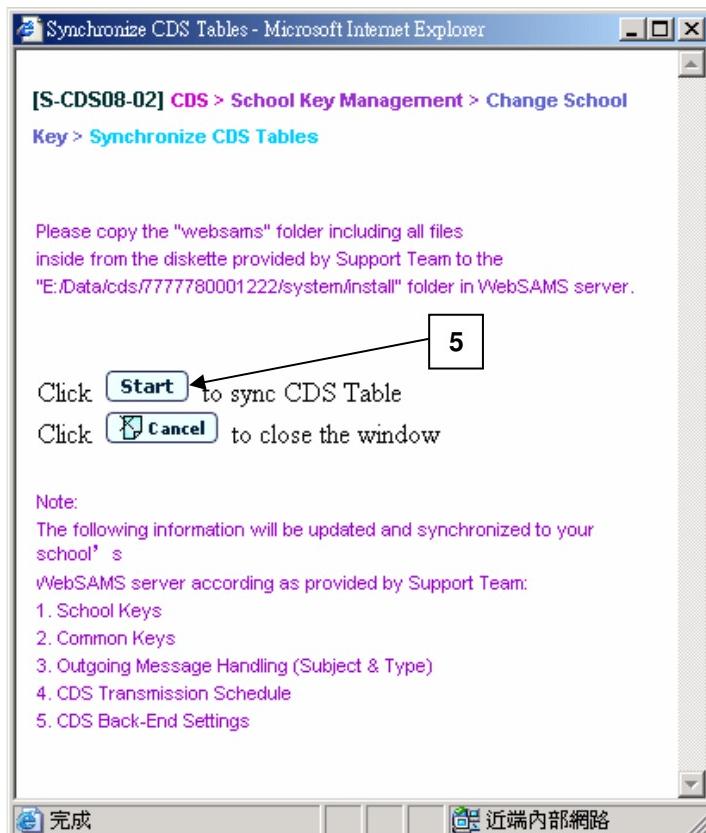
1. Only CDS / WebSAMS Administrators and users with “Execute” (Change School Key) function access right can perform this operation.
2. The “websams” folder found in the CDS Installation Kit must be copied to the <WEBSAMS\_HOME>\cds\<CDS Destination ID>\system\install folder (e.g. E:\Data\cds\1234567890123\system\install) in the WebSAMS Server.

#### User Procedures

1. Click **[CDS] → [School Key Management]** on the left menu.
2. Click the **Change School Key** tab.



3. Click on the **Synchronize CDS Tables** link.



4. A “Synchronize CDS Tables” Window will pop up.
5. Click the [**Start**] button to synchronize CDS table.

Post-effects

N/A

Notes

N/A

## 2.9 Send WebSAMS Version Number

### 2.9.1 Send WebSAMS Version Number

#### Function Description

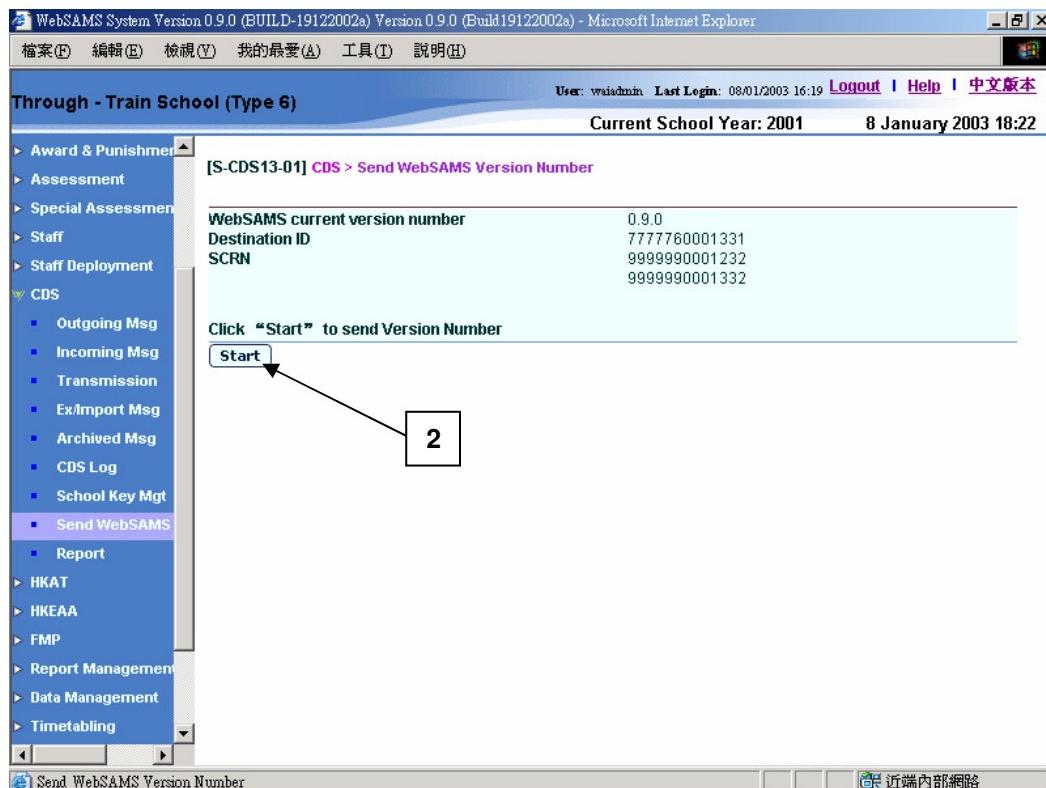
Users can send the WebSAMS Version Number to EDB end.

#### Pre-requisites

Only CDS / WebSAMS Administrators and users with appropriate function access right can perform this operation.

#### User Procedures

1. Click [CDS] → [Send WebSAMS Ver] on the left menu.



2. Click the [Start] button to Send WebSAMS Version Number.

#### Post-effects

A message with "SAMS Version Setup" subject and "Data" type will be created in "Maintain Message" page which can be accessed via [CDS] → [Outgoing Message] on the left menu once the [Start] button is clicked.

 Notes

1. The school could trigger this "Send WebSAMS Version Number" function to send to EDB the latest WebSAMS Version Number.
2. The created message should be encrypted with the School Key before sending out.

## 2.10 Report

### 2.10.1 Generate Report

#### Function Description

Users can generate reports in different languages. Currently, the languages available are in English and Chinese.

CDS Reports that can be generated are as follows:

- I. Incoming Message Summary
- II. Outgoing Message Summary
- III. Outgoing Message Handling List
- IV. Daily Incoming Message Received List
- V. Daily Outgoing Message Created List
- VI. Uploaded Message Summary
- VII. Imported Message Summary
- VIII. Exported Message Summary
- IX. Key Change History List

Report formats available are PDF, WORD, RICHTEXT and EXCEL.

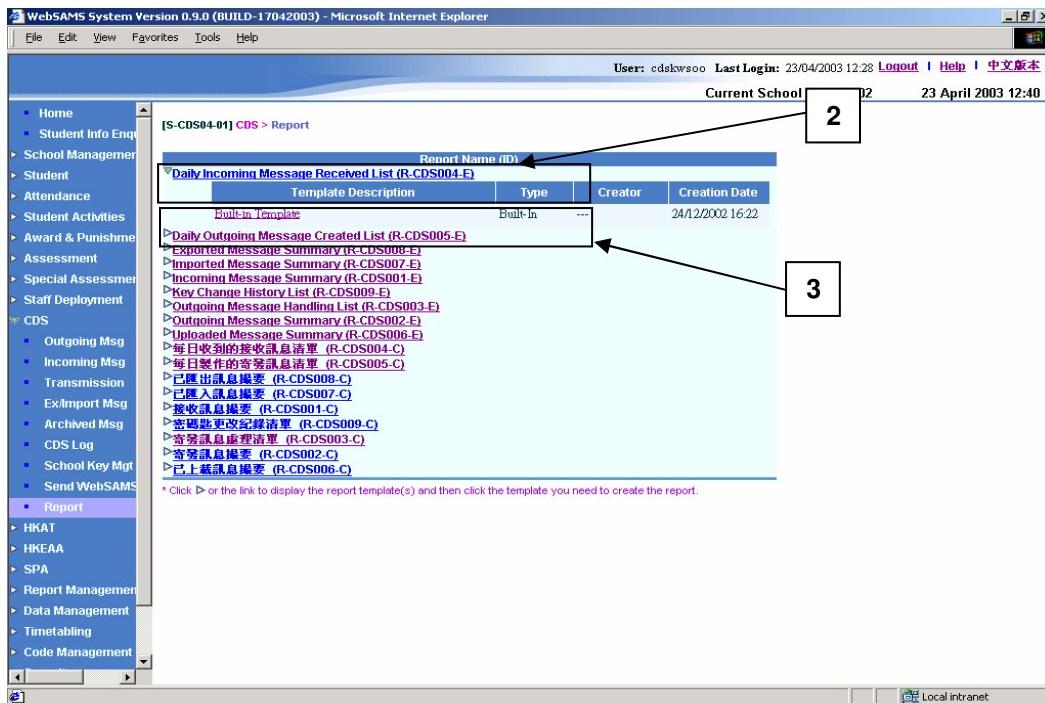
The steps to generate each report are similar. As such, this manual will guide in generate one particular report, i.e. Daily Incoming Message Received List.

#### Pre-requisites

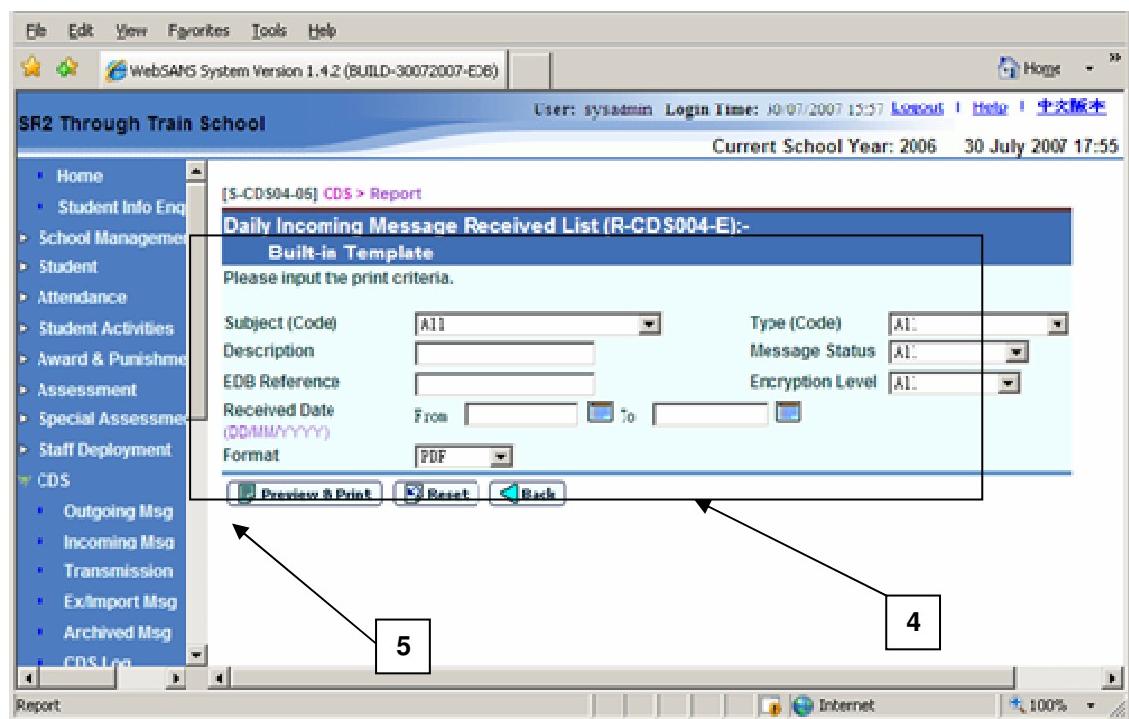
1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Report.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on the machine to view the reports.

## User Procedures

1. Click [CDS] → [Report] on the left menu.



2. Click on the Report Name (ID) link and a list of built-in and user-defined report templates will be displayed.
3. Click on a Report Template link to generate a report.



4. Users will be led to a Report Search Parameter Screen. Key in the Search Criteria and Select the Report Format for Report Generation.
5. Click the **[Preview & Print]** button to generate the reports required.

The screenshot shows a Windows Internet Explorer window displaying a report from the WebSAMS system. The title of the report is "SR2 Through Train 2005 Daily Incoming Message Received List". The date is listed as "Date: 13/08/2007". The page number is "Page: 1 of 4". The report lists two incoming messages:

Received Date	Reply To	EDB Reference	Message Status	File Attachment
Time	(School Ref.)			
27/02/2004	Description: FMP data	on 27.2.2004	Encrypted	FMP27FEB.xml
5:00 pm				

Received Date	Reply To	EDB Reference	Message Status	File Attachment
Time	(School Ref.)			
28/02/2004	Description: Maintain FMP codes (FMP)		Not Encrypted	FMP27FEB.xml
11:00 am				

6. A new window will pop out displaying the report of the required format if the necessary web browser plug-in supporting the file format is installed.

#### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print it out.

#### Notes

N/A

### 2.10.2 Incoming Message Summary

#### Function Description

Users can generate Incoming Message Summary Report.

The generated report will display a summary of all incoming messages grouped by the following fields:

- Subject (Code)
- Type (Code)
- Encryption Level
- Priority

#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.

#### User Procedures

Please refer to the User Procedures of **Generate Report**.

#### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

#### Notes

N/A

### 2.10.3 Outgoing Message Summary

#### Function Description

Users can generate Outgoing Message Summary Report.

The generated report will display a summary of all outgoing messages grouped by the following fields:

- Subject (Code)
- Type (Code)
- Owner ID

#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.

#### User Procedures

Please refer to the User Procedures of **Generate Report**.

#### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

#### Notes

N/A

#### 2.10.4 Outgoing Message Handling List

##### Function Description

Users can generate Outgoing Message Handling List Report

The generated report will display a list of all Outgoing Message Subject Descriptions, Subject Code, Type Descriptions and Type Code available for creating an outgoing message and the corresponding Party to which the outgoing message created will be sent.

##### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.

##### User Procedures

Please refer to the User Procedures of **Generate Report**.

##### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

##### Notes

N/A

## 2.10.5 Daily Incoming Message Received List

### Function Description

Users can generate Daily Incoming Message Received List Report.

The generated report will display a summary of all incoming messages grouped by the following fields:

- Received Date
- Subject (Code)
- Type (Code)
- Encryption Level

### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.

### User Procedures

Please refer to User Procedures of **Generate Report**.

### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

### Notes

N/A

## 2.10.6 Daily Outgoing Message Created List

### Function Description

Users can generate Daily Outgoing Message Created List Report.

The generated report will display a summary of all outgoing messages grouped by the following fields:

- Creation Date
- Subject (Code)
- Type (Code)
- Owner ID

### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports.

### User Procedures

Please refer to User Procedures of **Generate Report**

### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

### Notes

N/A

## 2.10.7 Uploaded Message Summary

### Function Description

Users can generate Uploaded Message Summary Report.

The generated report will display a summary of all outgoing messages created via the CDS "Upload Data" online function grouped by the following fields:

- Subject (Code)
- Type (Code)
- Owner ID

### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with "View" Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports

### User Procedures

Please refer to User Procedures of **Generate Report**.

### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

### Notes

N/A

## 2.10.8 Imported Message Summary

### Function Description

Users can generate Imported Message Summary Report.

The generated report will display a summary of all incoming messages being imported into CDS grouped by the following fields:

- Subject (Code)
- Type (Code)
- Encryption Level

### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports

### User Procedures

Please refer to User Procedures of **Generate Report**.

### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

### Notes

N/A

## 2.10.9 Exported Message Summary

### Function Description

Users can generate Exported Message Summary Report.

The generated report will display a summary of all outgoing messages grouped by the following fields:

- Subject (Code)
- Type (Code)
- Owner ID

### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports

### User Procedures

Please refer to User Procedures of **Generate Report**.

### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

### Notes

N/A

### 2.10.10 Key Change History List

#### Function Description

Users can generate Key Change History List Report.

The generated report will display history of School Key Changes.

#### Pre-requisites

1. Only CDS / WebSAMS Administrators and users with “View” Report function access right can view and generate Reports.
2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into your machine to view the reports

#### User Procedures

Please refer to User Procedures of **Generate Report**.

#### Post-effects

The generated report will be displayed in a pop-up window which allows users to preview and / or print.

#### Notes

N/A